

Terms of Reference (TOR) – Steno Typist (Hindi & English)

Job brief

The primary responsibility as Steno Typist (Hindi & English) is to perform routine clerical and administrative functions.

Scope of work:

- Taking down notes in shorthand and drafting documents as required.
- Drafting correspondence & Emails and legal documents.
- Prepare documents in Word, Excel and PowerPoint Presentation.
- Preparation, Collection and Submission of Financial reports & MIS Reports.
- Providing information to callers & Scheduling appointments.
- Organizing and maintaining paper and electronic files.
- Secretarial duties & back-office administration for senior management.

Skills Required:

- Exemplary planning and time management skills.
- Ability to multitask and prioritize daily workload.
- Excellent verbal and written communication skills and effective interpersonal skills.
- Be competent with MS Office, Word, Excel, and Power Point.
- Good Analytical Skills.

Education Qualification & Experience:

- Should have passed Higher Secondary or its equivalent with at least 50% of Marks from a recognized Board/University. Should possess the following speed in Shorthand and Typewriting in English and Hindi respectively:
- Speed in Shorthand: English: 60 wpm, Hindi: 60 wpm
- Speed in typewriting: English: 25 wpm, Hindi: 25 wpm
- Fresher with Shorthand & Tying Certification or One year Experience as a Steno Typist with required speed*

Other Details

- Contract Period: Initially till 30th June 2018, may be further extended, depending on individual performance.
- Monthly Remuneration: 12,000/- P.M
- Age Limit: Maximum age up to 40 years.
- No. of Post: 1



Important Instructions

- The decision of the City Manager's Association, Madhya Pradesh in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and City Manager's Association, Madhya Pradesh will not entertain any enquiry or correspondence in this regard.
- City Manager's Association, Madhya Pradesh reserves the right to cancel any/all vacancies without assigning any reason thereof. The number of vacancies is likely to increase or decrease keeping in view with the requirements.
- Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
- Canvassing of any kind, shall disqualify the candidate.

Walk-in Requisites:

- Bring filled application form, which can be downloaded from the Website of CMAMP.
- The application must be supported with Detailed CV (with candidate's signature) and copy of self attested document as mentioned below:
 - Mark sheets (10th & 12th)
 - Mark sheets with Degree (Graduation and Post Graduation) if available.
 - Experience certificate: From the last & current Employer
 - Copy of any other certificates/ Awards/Achievements
 - Two Passport size photo.
 - Original Testimonial for verification

Note: Selection is based on skill test of Stenography & Computer Typing.

