

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF INDUSTRIES,
AP CIVIL SECRETARIAT: BLOCK No.3, 5TH Floor
ITANAGAR::791111

Advertisement No:SIND/22/2024

Application are invited from willing and eligible APST candidate for engagement of 1(one) stenographer on contract basis.

2. The APKVIB office reserves the right to accept or reject in part of in full or all responses without assigning any reason what so ever. Terms & conditions of the engagement are mentioned in Annexure I.

3. Method of Selection - Walk in interview

4. The last date for receipt of application in prescribed format is 17/01/25 up to 5.00pm. Application receipt after due date/time and without supporting document will not be considered.

5. Application as per Annexure-II may be addressed to the Director, Industries, Udyog Bhawan, C Sector, Itanagar. The same may also be sent at the email ID:- directorindustries_arp@rediffmail.com within the stipulated time.

(Komli Mathhew Pakmen)
Under Secretary (Ind)
Govt. of Arunachal Pradesh
Itanagar

ANNEXURE-I

Terms & Condition

1. ELIGIBILITY.

- 1.1. The proficiency in taking dictation with minimum 80 w.p.m and typing speed of 30 w.p.m
- 1.3. Should have communication & interpersonal skill, knowledge of Computer application such as MS Word, MS Excel and Power Point etc.
- 1.4. Educational Qualification:- Graduate in any discipline.

2. AGE LIMIT

- 2.1 Should not be more then 40 years of age on the last date of receipt of application.

3. REMUNERATION

- 3.1 Monthly consolidated remuneration as per Government of Arunachal Pradesh norms for contractual appointees will be paid.
- 3.2. Shall not be entitled to any allowance which are not permissible to contractual employees under the norms of Govt. of Arunachal Pradesh.

4. Engagement

- 4.1 The engagement of Stenographer will be purely be on the contract basis and will not confer any right for regular appointment in APKVIB office.
- 4.2. The performance of the incumbent will be reviewed every year and continued on the basis of good performance.
- 4.3. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond office hour.

5. ENGAGEMENT OF WORK/JOB RESPONSIBILITY:

- i. Taking dictation and typing.
- ii. Typing of confidential document including other typing work as considered necessary.
- iii. Screening and attending of telephone calls and the visitors.
- iv. Fixing of appointment.
- v. Keeping a list of engagement, meetings, tours, etc. and reminding the office sufficiently in advance.
- vi. Keeping a note of the movement of files.
- vii. Collecting of information and files, compilation of data.
- viii. Sending routine reminders.
- ix. Online movements of files, receipts etc.
- x. Any other work assigned by the officer.

ANNEXURE-II

Please paste a recent passport sized color photograph (do not pin)

To,

The Director
Department of Industries, Udyog Bhawan,
C-Sector, Itanagar, Arunachal Pradesh

Application for the post of stenographer Grade -III contractual.

1. Name :- _____
- 2 Mother's/Father's Name :- _____
3. Date of Birth :- _____
4. Correspondence address :- _____

5. Mobile No : _____
6. Gender : _____
- 7.E-mail :- _____
- 8 Category :- APST
9. Marital Status : _____
10. Academic/Professional Qualification : _____

11. Undertaking

I, hereby certify that the information provided above is true to the best of my knowledge and in case it is found to be false or incorrect or suppressed, the contractual agreement shall be liable to be terminated forthwith without prejudice to any other legal/disciplinary action as deemed fit by the management. I have gone through full text of the advertisement and agree to all condition details therein.

(Signature of the Candidate)

Place :-

Date :