



# National Career Service

Ministry of Labour & Employment



National Career Service  
सही अवसर, सही समय  
Right Opportunities, Right Time

**Job Id :** 19Q73-1137121704730J | **Salary:** Not Specified (Monthly) | **Number of Openings:** 2 | **Posted on:** 18/10/2024 | **Last date to apply:** 03/11/2024

<b>Company Name:</b>	WOMEN AND CHILD DEVELOPMENT, GOVERNMENT OF MAHARASHTRA	<b>Job Title</b>	Stenographers Lower Grade
<b>Organisation Type</b>	State Government	<b>Sector</b>	Other Service Activities
<b>Functional Area</b>	Administration/Back Office Activities	<b>Functional Role</b>	Secretarial/Clerical Staff
<b>Job Description</b>	He or she is assigned work under a senior officer and he or she has to note down the speech, which is given by the senior. Preparing Briefs of Office Conference: Stenographers are asked to accompany senior officers to the office meeting or conferences.		

## Required Qualifications

<b>Minimum Qualification Required:</b>	10th Pass
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## Additional Information

<b>Job Location</b>	Mumbai Suburban Pune	<b>Key Skills</b>	Stenographers
<b>Nature of job</b>	Full Time		

**Salary/Wage Type**

Monthly

**Gender Preferences**

Male & Female

**Ex-Servicemen preferred**

No

**Number of Openings**

2