

Post at Project Coordinator and Management Unit , Pune
Job chart

1	Stenographer - 1 Post (Headquarter - PCMU, Pune)	
	Minimum Educational Qualification	Graduate with English typing speed 40. W.P.M. & Marathi typing speed 30. W.P.M, MSCIT, Shorthand Speed 80 W.P.M.
	Experience	Minimum 3 years experience of which 2 years as steno typist in Government / Semi Government / Corporate sector.
	Job description	<ul style="list-style-type: none">• Take dictation in Marathi / English and to type it.• Work as PA of PD/APD and other senior officials.• Perform any other duty assigned by the PD/APD from time to time
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month - Upto Rs. 40,000/-