



FEES REGULATING AUTHORITY

Maharashtra Unaided Private Professional Educational Institutions
(Regulations of Admission and Fees)

"शिक्षण-नव्हेव्यवसाय -ज्ञान यज्ञ"

Govt. Polytechnic Building, 305,
3rd Floor, 49, Kherwadi, Bandra (E),
Mumbai - 400 051.

E-mail: sssamiti@yahoo.com/fra.govmh@gmail.com
Web: www.sssamiti.org
Tel. : 022 - 2647 0463

Date : 9/10/2017

Walk – in- interview

A walk-in-Interview will be conducted on Monday, 16th October 2017 at 11.00 a.m. to select a candidate for the post of Stenographer Higher Grade and Clerk Cum Typist purely on Contractual Basis. For Stenographer Higher Grade retired person from Government Service and Court will be preferred.

The interested candidates may appear all their original certificate with photo copy of each of it. Post details are available on Web Site www.sssamiti.org.

अवर सचिव
शुल्क नियामक प्राधिकरण,
मुंबई, महाराष्ट्र राज्य

Sr. no.	1
Name of the post	Clerk cum Typist
Number of Posts	2
Mode of Appointment	On Contract basis
Monthly salary	Pay Band 5200 – 20200 Grade Pay 1900
Educational Qualification	Graduate Degree in any Discipline of a recognized university/ institute
	40 wpm in typewriting in English and Marathi
	Proficiency in use of the latest version of MS Office Suite / windows operating system, internet and e-mail applications.
	Proficiency in written and verbal communication skills
	Should be able to handle modern communication equipments
Desirable	MSCIT Certificate
Experience	2 years work experience
Nature of duties	Typing the draft letters in English and Marathi
	Sending and receiving emails
	Surfing official websites/ portals and collecting information
	Putting up files for decisions
	Organizing meetings
	Inward/outward Dak management
	Communication / correspondence with Mantralaya
	Attending phone calls and providing relevant information to the caller
	Upkeep of record room

Details of the Posts in FRA, Mumbai

Sr. no.	1
Name of the post	Stenographer – Higher Grade
Number of Posts	1
Mode of Appointment	On Contract basis
Monthly salary	Pay Band 9300-34800 Grade Pay 4400
Educational Qualification	Graduate Degree in any Discipline, of a recognized University / Institute
	GCC with 100 wpm in shorthand and 40 wpm in typewriting in English
	GCC with 80 wpm in shorthand and 40 wpm in typewriting in Marathi
	Proficiency in use of the latest version of MS Office Suite / Windows Operating System, Internet and E-Mail applications.
	Proficiency in written and verbal communication skills.
Desirable	MSCIT Certificate
Experience	2 Years Work Experience
Nature of duties	Taking Dictation in English & Marathi, and typing the draft letters
	Sending and receiving E-mails
	Surfing Official Websites / Portals and Collecting information
	Communication / Correspondence with Mantralaya
	Attending Phone call and providing relevant information to the caller
	Attending Visitors
	Ensuring proper upkeep of Office Chambers