



O TELP PLUS
ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS
PROGRAMME-P LUS
(ST & SC Development Department)
Govt. of Odisha



Programme Support Unit (PSU)
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ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME Plus (OTELP Plus)
ST & SC DEVELOPMENT DEPARTMENT

2nd Floor, TDCC Building, Rupali Square, Bhubaneswar-751022

EMPANELMENT OF STENOGRAPHER FOR PSU OTELP PLUS, Bhubaneswar

Programme Director, OTELP Plus invites applications from eligible candidates for empanelment of **Stenographer** to be positioned in PSU, OTELP Plus purely on contractual basis. Application form along with the detail ToR for the post can be downloaded from the Website i.e. www.otelp.org. Last date of receipt of applications by Speed Post/Registered Post/Courier Service only is dt. 27.10.2020 up to 5.00 PM. Only short listed candidates will be called for interview for empanelment.

Programme Director, OTELP Plus reserves the right to accept or reject the applications without assigning any reason thereof.

-Sd-/
Programme Director

TOR OF STENOGRAPHER, PSU,OTELP PLUS

2. Stenographer

The Stenographer would be responsible for:

- i) Type Letter;
- ii) Take dictation;
- iii) Send Emails;
- iv) Record Meeting Minutes;
- v) Write Reports;
- vi) Prepare Presentations & paper work for Meetings;
- vii) Answer phone calls;
- viii) Vigilant on unwanted visits / phone calls; and

Miscellaneous minor functions as may be assigned from time to time.

Qualification & Experience: Graduate with DCA and stenography Shorthand speed-100 W.P.M & typing speed - 60 W.P.M. Minimum 5-6 years of experience in stenography . He/She should not have been punished/convicted in criminal/disciplinary proceedings.

Age limit: Maximum 45 years of age as on 01.10.2010.

Remuneration: Rs.9500.00 consolidated per month



APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms./ Mrs./ Mr.)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile No.:		
Telephone Residence		
Telephone Office		
E-mail id		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Odisha Tribal Empowerment & Livelihoods Programme Plus (OTELP PLUS)

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

6. Language Proficiency (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. Reference: (Two persons to whom you have professionally reported)

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:
Place:

Signature of the Applicant