Vacancy Circular

Subject : Filling up one post of Stenographer-D in the Tariff Authority for Major Ports on direct recruitment basis.

The Tariff Authority for Major Ports, a Statutory Body under the administrative control of Ministry of Shipping, Government of India, invites applications for filling up one post of Stenographer-D in the pay scale of ₹5,200-20,200 + Grade Pay ₹2,400/-. The gross pay at the minimum of scale is ₹23,993/-. The post of Stenographer-D will be filled up on direct recruitment basis from General Category.

The details of the post and the eligibility conditions thereof are given below:

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<th>Name and Number of vacancies</th>
<th>Pay Band and Grade Pay</th>
<th>Eligibility criteria</th>
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| Stenographer-D (one post)   | Pay Band ₹ 5200-20200 + Grade Pay of ₹ 2400/- | I. Educational and other qualifications:  
(A) Essential:  
(1) 12th Class or equivalent from a recognized Board or University  
(2) Skill Test Norms  
(a) Dictation : 10 minutes @ 80 w.p.m.  
(b) Transcription: 50 minutes (English)  
65 minutes (Hindi) (On Computer)  
(3) At least 3 years experience as Stenographer on regular basis in the Central / State Govt. /Autonomous bodies / Public Sector Undertakings / Major Ports or in reputed companies.  
(B) Desirable:  
(i) Bachlor Degree from recognized University.  
(ii).Should be well-versed in the operation of Computer. Familiar with MS Office or other similar software programs. |

2. The age limit is between 18 - 27 years. Age shall be deemed as on the first day of the calendar year. The crucial date for determining the age limit shall be in accordance with Clause 6 of the Recruitment Regulations i.e. the closing date for receipt of applications from candidates. The age specified against the post in the schedule shall be relaxed subject to the orders / instructions relating to the matter issued by the Government from time to time. Norms of age relaxation shall also be applicable to the employees of the Authority.
3. Applications in the prescribed proforma (enclosed) along with attested copies of all certificates are required to be sent to the Administrative Officer, Tariff Authority for Major Ports, 4th floor, Bhandar Bhavan, Muzawar Pakhadi Road, Mazgaon, Mumbai-400 010, **within 20 days from the date of advertisement publish in Employment News**.

(Vinod R. Vaidya)
Administrative Officer
Application for the post of Stenographer-D on direct recruitment basis in
TARIFF AUTHORITY FOR MAJOR PORTS
MUMBAI

PROFORMA

Passport size photo to be affixed

1. Name (in BLOCK LETTERS) : 

2. Father’s/Husband’s Name : 

3. Age & Date of Birth : 

4. Address for correspondence : 

5. Educational qualifications : 
   Essential : 
   Desirable : 

6. Contact Telephone No. and e-mail Id : 

7. Whether belongs to SC/ST/OBC : 

8. Work experience, along with details of pay and duties : 

9. Any other information : 

   (Signature of the Applicant)

10. In case applicants who are employed in Government Departments/Undertakings the following certificate is to be given by the Head of the office of the applicant:

(a) It is certified that particulars furnished by the officer are correct.
(b) It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
(c) His/Her integrity is certified.
(d) Attested copies of ACRs for the last five years are attached.

   (Signature of Competent Authority with seal)