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1	Name of posts	Junior Scale Stenographers												
2	Number of posts	10(Ten)												
3	Pay Band & Grade pay	Pay Band. Rs. 5910-20200+2800 Grade Pay (Now pay scale revised to Level-7 in Pay Matrix)												
4	Whether selection post or no selection	Non selection												
5	Age limit for direct recruitment	Between 18 to 45 years												
6	Method of recruitment	100% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be.												
7	In case of recruitment by promotion/deputation, grade from which to be made	Not applicable												
8	Minimum qualification and other qualifications required for direct recruit(s).	<p>Essential Qualification(s):</p> <p>i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>ii) Must possess the following speed in shorthand and typing on computers in both the languages i.e. English and Hindi at the time of initial appointment:-</p> <table border="0"> <tr> <td colspan="2"><u>Speed in Shorthand</u></td> </tr> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>80 WPM</td> <td>70WPM</td> </tr> <tr> <td colspan="2"><u>Speed in typing on computer</u></td> </tr> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>40 PM</td> <td>30 WPM</td> </tr> </table> <p>Provided that at the time of initial recruitment the candidates shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment;</p>	<u>Speed in Shorthand</u>		<u>English</u>	<u>Hindi</u>	80 WPM	70WPM	<u>Speed in typing on computer</u>		<u>English</u>	<u>Hindi</u>	40 PM	30 WPM
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	<p>Provided further that the incumbent having passed shorthand test in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language, i.e. in Hindi or English within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language at the time of initial recruitment shall contain the specific condition that he/she shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the second language within a period of three years he/she will be eligible to draw his/her annual increment from due date and the candidates who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p>Should have knowledge of word processing in Computer as prescribed by the recruitment authority.</p> <p><u>Desirable Qualification(s)</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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1	Name of posts	Senior Scale Stenographers
2	Number of posts	14 (Fourteen)
3	Pay Band & Grade pay	Pay Band Rs. 10300-34800+3800 Grade Pay (Now pay scale revised to Level-11 in Pay Matrix)
4	Whether selection post or no selection	Non selection posts
5	Age limit for direct recruitment	Between 18 to 45 years
6	Method of recruitment	By promotion, failing which by deputation or direct recruitment.
7	In case of recruitment by promotion/deputation, grade from which to be made	From amongst Junior scale Stenographers with five years' regular service or regular combined with the continuous adhoc service rendered, if any, in the grade.
8	Minimum qualification and other qualifications	<u>Essential Qualification(s)</u> i) Should possess a Bachelor Degree or its equivalent from a recognized University.

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required for direct recruit(s).	<p>ii) Must possess the following speed in shorthand and typing on computers in both languages i.e. English and Hindi at the time of initial recruitment:-</p> <p style="text-align: center;"><u>Speed in Shorthand</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>100 WPM</td><td>80 WPM</td></tr></table> <p style="text-align: center;"><u>Speed in typing on Computer</u></p> <table><tr><td><u>English</u></td><td><u>Hindi</u></td></tr><tr><td>40 WPM</td><td>30 WPM</td></tr></table> <p>Provided that at the time of initial recruitment the candidates shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment;</p> <p>Provided further that the incumbent having passed shorthand test in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language, i.e. in Hindi or English within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language at the time of initial recruitment shall contain the specific condition that he/she shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the second language within a period of three years he/she will be eligible to draw his/her annual increment from due date and the candidates who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p>Should have the knowledge of word processing in computer as prescribed by the recruitment authority.</p> <p><u>Desirable Qualification(s)</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	<u>English</u>	<u>Hindi</u>	100 WPM	80 WPM	<u>English</u>	<u>Hindi</u>	40 WPM	30 WPM
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