

1	2	3	4	5	6	7	8	9	10	11	12	13	14
2.	Junior Stenographer.	As sanctioned in each Department from time to time dependent on workload).	Group 'C', L-4 Ministerial, Non-Gazetted.	L-4	Selection.	Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time).	<i>Essential:</i> (1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education.	N.A.	Two years.	By direct recruitment, failing which, by transfer on deputation.	<i>Transfer on deputation:</i> Official holding analogous post under State Government.	Group 'C', D.P.C./D.S.C.	N.A.
							(2) Speed of 100 words per minute in Short Hand and 35 words per minute in typing.						
							(3) Minimum three months certificate course in Computers.						
							(4) Knowledge of Konkani.						
							<i>Desirable:</i> Knowledge of Marathi.						