

TERMS OF REFERENCE / JOB DESCRIPTION FOR STENOGRAPHER

Job Title:	Stenographer
Location:	Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project requirements
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Managing Director, Uttarakhand Metro Rail Corporation (UkMRC), Uttarakhand / or any other officer authorized by them.
Responsible for:	Provide administrative, stenography and clerical support

Overall Purpose of the Job

To provide administrative, clerical and stenography support to the office team.

Background: UkMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand.

Personal specifications

1. Graduate with Computer skills (Shorthand 80 to 100wpm in English, 80 wpm in Hindi. Typing speed minimum 5000 kdph in English and 4000 kdph in Hindi). Use of computer, fax machine, photocopier.
2. Knowledge and Experience of MS Office.
3. Languages-fluent good working knowledge of written and spoken English and Hindi.
4. Email and Internet skills.

Main Job Responsibilities

1. Taking dictation, Drafting and typing letters and other office documents.
2. Data entry of the progress and other data-sheets as prescribed.
3. Reception duties meeting visitors, answering the telephone.
4. Photocopy and fax documents as required.
5. Assist in the preparations of minutes for events such as workshop, conferences, meeting etc.
6. Other duties as required