

INDIAN JUTE MILLS ASSOCIATION
Royal Exchange (3rd Floor), 6, Netaji Subhas Road, Kolkata – 700 001
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E-mail : deputy_secy@ijma.org, Website : www.ijma.org

Advertisement No.1/2018

Advertisement for the following post in IJMA – Last date for submission of application is **18.04.2018**

1) Stenographer

Roles & Responsibilities

To take dictation in English from any of the Officers of IJMA and required to type in MS-Word as per requisite format. May be required to work in MS-Excel as well.

Essential Requirements

- (a) At least 3 years' experience as a Stenographer in either Private or in / Central PSU State / Central Government Organization.
- (b) Candidate with knowledge of jute sector will be preferred
- (c) Knowledge in English language
- (d) Stenography Speed 40 words per minute and Typing Speed of 80 words per minute
- (e) Graduation from a recognized University
- (f) Should be above 21 years of age and below 45 years as on 01.01.2018

Salary will be around ₹ 22,000/- per month consolidated

Shortlisted candidates will be called for a test on a date to be duly intimated.

Send your complete CV in the above email ID only along with the following table filled in properly in a separate MS-Excel sheet :-

Name	Mobile No	E-mail ID	Date of Birth	Qualification	Stenography Speed	Experience
			DD-MM-YYYY		Approx WPM	Years