

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry:** Civil Service Affairs and Administrative Reforms
- Post:** Senior Shorthand Writer
- Salary:** Rs 12,170 x 400 - 12,970 x 500 - 15,470 x 600 - 16,070 (GSS 6)
- Effective Date:** 5 February 2001
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Shorthand Writer reckoning at least two years' service in a substantive capacity in the grade.
- Duties:**
1. To assist in making arrangements for the assignment of Shorthand Writers and qualified Word Processing Operators or other staff to Commissions of Enquiry, meetings, debates and other Committees.
  2. To assist the Secretary of Committees in dealing with confidential business in the secretariat of Commissions of Enquiry.
  3. To take down notes of meetings and summings up of committees and Commissions of Enquiry (both in English and French) and to transcribe them.
  4. To give training to Shorthand Writers and Word Processing Operators as and when required.
  5. To give clerical, typing and secretarial assistance whenever required.
  6. To perform such cognate duties as may be assigned.

**Note**

Senior Shorthand Writers may be required to work at staggered hours as and when required.



CERTIFIED CORRECT

*M. C.*  
for Secretary for Public Service Affairs

Date.....