

Advt- OS-A/69/2023

24.06.2023

**WALK- IN – INTERVIEW FOR**  
**Stenographer**  
**(On contract Basis through**  
**Principle Security & Allied Services Pvt. Ltd.)**

An outsourced Contractor for Manpower Services, looking for Stenographer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

**QUALIFICATION & EXPERIENCE:** Graduate in any discipline, English Shorthand 80 WPM, typing speed – 50/60 WPM. Languages to be known – English, Hindi & Marathi. Should have computer knowledge MS Word, Excel.

**AGE :** Up to 30 Years

**CONSOLIDATED SALARY:** ₹ 22,600/- p.m. to 35,000/- p.m.

**DURATION:** 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Wednesday, 05<sup>th</sup> July, 2023 at 3<sup>rd</sup> floor, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all Mark sheet & Experience certificates.

**Reporting Time:** 10.00 a.m. to 10.30 a.m.

Sd/-  
Supervisor