

STATE TRADING CORPORATION

SCHEME OF SERVICE

Post	:	Word Processing Operator
Code	:	STC 10
Salary	:	Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000
Qualifications	:	Cambridge School Certificate with at least five credits including English Language at one and the same sitting.

or

An alternative qualification acceptable to the Board.

Note:

Candidates must be able to type efficiently at a speed of at least 30 words a minute.

Responsible	:	
Duties	:	<ul style="list-style-type: none">(1) To type, collate and, if qualified as Stenographer, take and transcribe shorthand notes.(2) To perform word processing and telex duties and simple computer/data processing work.(3) To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence.(4) To replace Confidential Secretaries, and when required.(5) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Word Processing Operator in the roles ascribed to him/her.

PRB 2021