

## **1. Terms of Reference (ToR) for Assistant Director (Public Health)**

The **Assistant Director (Public Health)** will support temporary branch in planning, implementing, and monitoring public health programs and activities. The position requires a dynamic public health professional capable of addressing multi-dimensional challenges in disease surveillance, preparedness, and response.

### **Responsibilities**

#### **a) Program Development and Implementation**

- Assist in developing public health programs and action plans for disease control and surveillance.
- Coordinate the implementation of national programs like the Integrated Disease Surveillance Program (IDSP), National One Health Framework, and International Health Regulations (IHR).

#### **b) Monitoring and Evaluation**

- Ensure the collection, analysis, and interpretation of epidemiological data.
- Design and implement robust monitoring and evaluation (M&E) frameworks to assess program performance and provide actionable insights.

#### **c) Coordination and Liaison**

- Act as a representative for liaising with central and state health authorities for disease surveillance and outbreak response.
- Facilitate interdepartmental coordination and communication among health, animal health, and environmental sectors to operationalize the One Health approach.

#### **d) Capacity Building and Training**

- Plan and conduct capacity-building initiatives, including training modules, workshops, and frontline programs like the Field Epidemiology Training Program (FETP).
- Support the development of standard operating procedures (SOPs) and guidelines for public health operations.

#### **e) Research and Analysis**

- Contribute to operational research on emerging and re-emerging infectious diseases, non-communicable diseases (NCDs), and environmental health threats.
- Provide technical expertise in preparing research publications, reports, and policy briefs.
- Support the use of international tools like SPAR, JEE, and other IHR-related frameworks for public health preparedness.

#### **f) Surveillance and Outbreak Response**

- Oversee surveillance systems and ensure timely detection, investigation, and control of disease outbreaks.

**g) Documentation and Reporting**

- Prepare periodic progress reports, including weekly and monthly updates, as required.
- Draft proposals, briefing notes, and comprehensive documentation for internal and external stakeholders.

**h) Administrative Support**

- Provide administrative assistance in managing program budgets, procurement, and utilization of funds, ensuring financial compliance.

**Qualifications and Experience**

- Postgraduate degree in Public Health, Community Medicine, Epidemiology, or related disciplines.
- Minimum 3 years of experience in public health program management, disease surveillance, or outbreak response.
- Proficiency in epidemiological methods, data analysis, and public health research.
- Remuneration: ₹ 1,25,000/- per month consolidated.

**Key Deliverables**

- Comprehensive monitoring and evaluation reports for key public health programs.
- Training plans and reports for capacity-building activities.
- Outbreak investigation reports and recommendations.
- Drafting of proposals for funding opportunities.
- Quarterly and annual performance reports for public health projects.

**2. Terms of Reference (ToR) for Assistant Director (Microbiology)**

The **Assistant Director (Microbiology)** will play a crucial role in strengthening laboratory services, overseeing diagnostic capacities, and supporting national programs for infectious disease surveillance, outbreak investigations, and antimicrobial resistance (AMR) initiatives.

**Responsibilities**

**a) Laboratory Services Management**

- Supervise the diagnostic and reference laboratory activities, ensuring compliance with national and international quality standards.
- Oversee testing for infectious diseases, including bacterial, viral, fungal, and parasitic pathogens, as part of routine diagnostics and outbreak investigations.

**b) Surveillance and Outbreak Support**

- Lead laboratory support for integrated disease surveillance, including rapid response during outbreaks.
- Ensure timely confirmation of etiological agents through advanced microbiological and molecular techniques.

**c) Antimicrobial Resistance (AMR) and Infection Control**

- Support activities under the National AMR Surveillance Network (NARS-Net) and develop AMR containment strategies.
- Implement infection prevention and control (IPC) measures in collaboration with public health teams.

**d) Quality Assurance and Accreditation**

- Establish and maintain quality assurance programs for laboratory services, including External Quality Assurance (EQA).
- Facilitate laboratory accreditation under NABL or other international standards, ensuring compliance with Good Laboratory Practices (GLP).

**e) Capacity Building and Training**

- Organize and conduct training sessions on microbiological diagnostics, biosafety, and biosecurity for laboratory personnel.
- Develop and update standard operating procedures (SOPs) for diagnostic and surveillance activities.

**f) Research and Development**

- Conduct operational research on emerging and re-emerging pathogens, zoonotic diseases, and microbiological challenges in public health.
- Publish findings in peer-reviewed journals and contribute to the development of national guidelines and policies.

**g) Technical Assistance**

- Provide technical inputs for designing, upgrading, and maintaining biosafety laboratories, including BSL-3 and other high-containment facilities.
- Guide the establishment of laboratory networks for surveillance systems.

**h) Coordination**

- Support intersectoral coordination under the One Health approach for zoonotic and environmental health threats.

**i) Administrative Duties**

- Ensure proper utilization of laboratory resources, including equipment, reagents, and human resources.
- Prepare budgets and proposals for laboratory strengthening.

#### j) **Documentation and Reporting**

- Prepare periodic reports on laboratory activities, including performance, outbreak investigation findings, and surveillance data.
- Contribute to drafting project proposals, funding proposals, and annual progress reports.

#### **Qualifications and Experience**

- MD in Microbiology or a Ph.D. in Microbiology with relevant public health experience.
- Minimum 3 years of experience in a clinical or public health microbiology laboratory.
- Expertise in advanced diagnostic techniques, including molecular diagnostics, antimicrobial susceptibility testing, and whole genome sequencing.
- Remuneration: ₹ 1,25,000/- per month consolidated.

#### **Key Deliverables**

- Operational microbiology laboratory with compliance to GLP and biosafety standards.
- Regular laboratory surveillance reports on infectious diseases and AMR.
- Training programs and workshops for laboratory capacity building.
- Accreditation and quality assurance documents for laboratories.
- Published research articles and technical reports on microbiological investigations.

### **3. Terms of Reference (ToR) for Assistant Director (Entomology)**

The **Assistant Director (Entomology)** will focus on entomological surveillance, vector management, and technical support for controlling vector-borne diseases (VBDs). The position demands expertise in public health entomology to support national programs and address emerging challenges in vector control and disease prevention.

#### **Responsibilities**

##### a) **Entomological Surveillance and Monitoring**

- Conduct and oversee entomological surveillance for vectors of diseases such as malaria, dengue, chikungunya, lymphatic filariasis, Japanese encephalitis, and others.
- Implement protocols for vector sampling, identification, and density estimation.
- Monitor insecticide resistance in vectors and suggest suitable mitigation strategies.

##### b) **Vector Control Planning and Implementation**

- Provide technical inputs for integrated vector management (IVM) strategies.
- Guide the deployment of vector control measures, including larviciding, indoor residual spraying (IRS), and the use of long-lasting insecticidal nets (LLINs).

##### c) **Outbreak Investigations**

- Participate in outbreak investigations to identify vector dynamics and recommend specific control interventions.
- Provide rapid entomological assessments in areas affected by vector-borne disease outbreaks.

**d) Capacity Building and Training**

- Develop and conduct training programs for entomologists, public health staff, and field workers on entomological surveillance, vector control techniques, and insecticide resistance management.
- Update training manuals, guidelines, and standard operating procedures (SOPs) for entomological operations.

**e) Research and Development**

- Conduct operational research on vector biology, ecology, and behavior, including emerging trends like climate change impacts on vector distribution.
- Publish findings in peer-reviewed journals and provide evidence-based recommendations for policy formulation.

**f) Support and Guidelines Development**

- Contribute to the development of guidelines for vector control and surveillance.
- Support intersectoral coordination under the One Health approach for managing vectors of zoonotic diseases.

**g) Collaboration and Liaison**

- Collaborate with national programs like the National Vector Borne Disease Control Program (NVBDCP) and international organizations such as WHO, FAO, and others.
- Facilitate partnerships with research institutions for advanced studies on vector-borne diseases.

**h) Documentation and Reporting**

- Prepare reports on entomological surveillance, insecticide resistance monitoring, and vector control measures.
- Maintain detailed records of vector-borne disease trends and interventions at the national level.

**i) Administrative Support**

- Oversee the procurement, maintenance, and use of entomological equipment and supplies.
- Support financial planning and reporting for activities related to entomology.

**Qualifications and Experience**

- Postgraduate degree in Entomology, Zoology (with specialization in Entomology), or a related field.
- Minimum 3 years of experience in entomological surveillance, vector control, or public health entomology.
- Expertise in vector identification, insecticide resistance monitoring, and operational research.
- Remuneration: ₹ 1,25,000/- per month consolidated.

### **Key Deliverables**

- Comprehensive entomological surveillance reports, including trends in vector populations and insecticide resistance.
- Training and capacity-building programs for field and technical staff.
- Evidence-based references for national vector control strategies.
- Reports on outbreak investigations and control measures implemented.
- Research publications and operational guidelines for vector-borne disease management.

### **4. Terms of Reference (ToR) for Research Assistant**

The **Research Assistant** will support research activities, data analysis, and field investigations for ongoing and proposed programs related to disease surveillance, public health preparedness, and policy development. The role requires technical competence in research methodologies and a commitment to advancing public health initiatives.

### **Responsibilities**

#### **a) Research Support**

- Assist in designing and implementing research studies on communicable and non-communicable diseases, environmental health, and other public health areas.
- Conduct literature reviews, data collection, and preliminary analysis to support project objectives.

#### **b) Data Management and Analysis**

- Collect, organize, and maintain datasets for research and surveillance activities.
- Perform statistical analyses using software such as SPSS, R, or Excel, and prepare summaries for internal and external reporting.

#### **c) Field Investigations**

- Participate in field visits to support outbreak investigations and surveys, including sample collection and community interviews.
- Document field activities and ensure accurate data collection using standardized tools.

#### **d) Capacity Building and Training**

- Support the development of training materials and assist in organizing workshops and seminars for capacity building.
- Provide technical assistance to field teams during data collection and monitoring activities.

e) **Documentation and Reporting**

- Prepare draft reports, policy briefs, and presentations based on research findings.
- Maintain detailed records of research activities and prepare periodic progress updates.

f) **Collaboration and Coordination**

- Collaborate with multidisciplinary teams, including epidemiologists, microbiologists, entomologists, and public health officials.
- Coordinate with state and district health authorities for data sharing and fieldwork facilitation.

g) **Administrative Support**

- Assist in program-related administrative tasks such as budgeting, procurement of research supplies, and documentation of approvals.
- Maintain inventories of research equipment and consumables required for field and laboratory work.

### **Qualifications and Experience**

- Bachelor's degree in Public Health, Life Sciences, Social Sciences, or a related field. A Master's degree is preferred.
- Experience in research projects, data analysis, or public health fieldwork is desirable.
- Proficiency in MS Office, statistical software, and data visualization tools.
- Minimum of 2 years' prior experience in a government organization or public health institute.
- Remuneration: ₹ 60,000/- per month consolidated.

### **Key Deliverables**

- Accurate and well-organized datasets for research and surveillance projects.
- Draft research reports, presentations, and policy briefs.
- Completed field surveys and investigations with documented findings.
- Summaries of statistical analyses and trends for public health programs.
- Logistical and administrative support for workshops, field visits, and project planning.

### **5. Terms of Reference (ToR) for Technician**

The **Technician** will provide technical support for laboratory operations, field investigations, and public health research activities. The role is critical for maintaining quality in diagnostics, surveillance, and outbreak response efforts.

## **Responsibilities**

### **1. Laboratory Operations**

- Conduct routine laboratory testing and diagnostics, including sample preparation, processing, and analysis.
- Operate and maintain laboratory equipment, ensuring adherence to standard operating procedures (SOPs) and biosafety protocols.
- Assist in advanced diagnostic techniques such as PCR, ELISA, and culture methods under supervision.

### **2. Sample Management**

- Receive, catalog, and store biological and environmental samples as per established protocols.
- Ensure proper labeling, documentation, and chain of custody for all samples.

### **3. Quality Assurance**

- Perform quality control (QC) checks on reagents, equipment, and laboratory procedures to maintain high standards.
- Participate in external quality assurance (EQA) programs and proficiency testing.

### **4. Field Support**

- Assist in field investigations for outbreak response, including sample collection (human, animal, and environmental) and data recording.
- Ensure proper storage and transportation of samples from the field to the laboratory.

### **5. Maintenance and Inventory Management**

- Regularly clean, calibrate, and perform routine maintenance on laboratory instruments and equipment.
- Monitor inventory of laboratory supplies and reagents, ensuring timely procurement and replenishment.

### **6. Documentation and Reporting**

- Maintain accurate records of laboratory tests, QC activities, and instrument logs.
- Prepare preliminary summaries and reports for laboratory findings and investigations.

### **7. Training and Capacity Building**

- Assist in training new technicians, interns, and other staff on laboratory techniques and biosafety practices.
- Participate in workshops and training sessions to enhance technical skills and stay updated with new methodologies.

## 8. Biosafety and Waste Management

- Ensure compliance with biosafety and biosecurity protocols, including proper disposal of biomedical waste.
- Follow guidelines for handling hazardous materials to prevent contamination or exposure risks.

## Qualifications and Experience

- Diploma or Bachelor's degree in Medical Laboratory Technology (DMLT/BMLT) or a related field.
- Experience in laboratory diagnostics, sample handling, or field support is desirable.
- Familiarity with laboratory safety protocols and basic diagnostic equipment.
- Minimum of 2 years' prior experience in a government organization or public health institute.
- Remuneration: ₹ 55,000/- per month consolidated.

## Key Deliverables

- a) Accurate and timely processing of laboratory samples and test results.
- b) Updated records of laboratory procedures, QC activities, and inventory management.
- c) Participation in field investigations and outbreak response activities.
- d) Proper maintenance of laboratory equipment and adherence to biosafety protocols.
- e) Support for training programs and workshops on laboratory practices.

## 6. Terms of Reference (ToR) for Laboratory Assistant

The **Laboratory Assistant** will support laboratory operations by assisting in routine testing, sample management, equipment maintenance, and quality control activities. The role is essential for ensuring the efficient functioning of the laboratory in public health research, surveillance, and outbreak response.

## Responsibilities

### a) Sample Handling and Preparation

- Assist in receiving, labeling, and organizing biological and environmental samples.
- Prepare samples for testing, including centrifugation, staining, and aliquoting, as per standard operating procedures (SOPs).

### b) Laboratory Support

- Conduct basic laboratory tasks, such as media preparation, glassware cleaning, and autoclaving.
- Provide support during diagnostic tests by preparing reagents and setting up equipment under supervision.

### c) Equipment Maintenance

- Ensure proper cleaning and routine maintenance of laboratory instruments and tools.
- Report malfunctions and coordinate with technicians for repairs or calibration needs.

**d) Biosafety and Waste Management**

- Follow biosafety and biosecurity protocols during all laboratory activities.
- Assist in proper segregation, disposal, and management of biomedical waste.

**e) Inventory Management**

- Maintain records of laboratory consumables, including reagents, glassware, and other supplies.
- Notify supervisors about low stock levels to ensure timely replenishment.

**f) Documentation and Reporting**

- Record daily activities, such as sample logs, test preparation, and equipment usage, in designated registers or software systems.
- Assist in maintaining laboratory archives, including test reports and quality control records.

**g) Support for Field Investigations**

- Accompany teams for field investigations when required, assisting in sample collection and transportation.
- Ensure proper handling and storage of samples during transit.

**h) Training and Capacity Building**

- Participate in training sessions to enhance knowledge of laboratory practices, biosafety, and diagnostic techniques.
- Assist in training junior staff or interns on basic laboratory operations.

**Qualifications and Experience**

- High school diploma (science stream preferred); certification in laboratory techniques is desirable.
- Prior experience in laboratory work, though not mandatory, will be an advantage.
- Basic understanding of laboratory safety, equipment handling, and sample management.
- Minimum of 2 years' prior experience in a government organization or public health institute.
- Remuneration: ₹ 45,000/- per month consolidated.

**Key Deliverables**

- Well-maintained sample records and organized laboratory spaces.

- Properly prepared samples and reagents for diagnostic and research activities.
- Routine maintenance of laboratory equipment and tools.
- Compliance with biosafety and waste management protocols.
- Timely reporting of low inventory levels and equipment issues.

## **7. Terms of Reference (ToR) for Laboratory Attendant**

The Laboratory Attendant will provide essential operational support to ensure the smooth functioning of laboratory activities, including maintenance of the lab environment, assistance in sample handling, and adherence to safety protocols.

### **Responsibilities**

#### **1. Laboratory Maintenance**

- Ensure the cleanliness and organization of laboratory spaces, including workstations, storage areas, and common lab equipment.
- Regularly clean and sterilize laboratory glassware, tools, and equipment following standard procedures.

#### **2. Equipment and Material Handling**

- Assist in arranging, setting up, and maintaining laboratory instruments under the supervision of technical staff.
- Safely handle and transport laboratory materials, including chemicals and biological samples, within the facility.

#### **3. Sample Management**

- Support laboratory staff in organizing and storing samples according to established protocols.
- Assist in labeling, cataloging, and safely discarding expired or unneeded materials.

#### **4. Biosafety and Waste Management**

- Adhere to biosafety and biosecurity protocols during all laboratory activities.
- Collect, segregate, and dispose of biomedical waste as per established guidelines.

#### **5. Administrative Assistance**

- Maintain logs and assist in inventory management for laboratory consumables and supplies.
- Notify supervisors of low stock levels for timely replenishment.

#### **6. Support in Field Activities (if required)**

- Assist during field investigations, helping transport materials, setting up temporary equipment, and supporting on-site activities.

## 7. Miscellaneous Duties

- Perform additional tasks as assigned by Reporting Officer to support laboratory operations.
- Assist in preparations for inspections, audits, and training sessions.

## Qualifications and Experience

- Minimum educational qualification: High school pass (10th standard).
- Basic understanding of laboratory environments and procedures is desirable.
- Minimum of 2 years' prior experience in a government organization or public health institute.
- Remuneration: ₹ 30,000/- per month consolidated.

## Key Deliverables

- Clean, organized, and well-maintained laboratory spaces and equipment.
- Properly labeled and stored samples and consumables.
- Safe and compliant disposal of laboratory waste.
- Support for field investigations and administrative tasks.
- Adherence to biosafety and operational protocols.

## 8. Terms of Reference (ToR) for LDC

The **Lower Division Clerk (LDC)** will perform essential clerical and administrative tasks to support the smooth functioning of the organization. This role will ensure accurate record-keeping, communication flow, and administrative efficiency.

## Responsibilities

### 1. Clerical Support

- Manage and maintain office files, records, and correspondence, ensuring proper filing and easy retrieval.
- Assist in preparing official documents, including letters, notices, and meeting agendas.
- Enter data accurately into registers, software systems, and databases as required.

### 2. Documentation and Record Maintenance

- Maintain up-to-date records for staff, inventory, and ongoing programs.
- Compile, photocopy, and distribute documents as instructed by Reporting Officer.

### 3. Communication Management

- Handle incoming and outgoing correspondence, including emails, letters, and memos.
- Ensure timely circulation of notices, circulars, and updates within the organization.

#### **4. Support to Senior Staff**

- Assist senior officers in organizing meetings, preparing meeting minutes, and maintaining schedules.
- Provide logistical support for training sessions, workshops, and other official events.

#### **5. File and Record Management**

- Organize files systematically and maintain records as per government guidelines.
- Ensure confidentiality and security of sensitive documents and records.

#### **6. Office Supplies Management**

- Keep track of office stationery and other consumables, ensuring timely requisition and replenishment.
- Distribute office supplies as needed to staff and maintain inventory records.

#### **7. General Office Duties**

- Handle routine tasks such as managing office equipment, ensuring cleanliness, and coordinating with housekeeping staff.
- Provide assistance in dispatching official documents through mail or courier services.

#### **8. Compliance and Reporting**

- Adhere to government administrative protocols and guidelines.
- Prepare and submit periodic reports on assigned duties and tasks.

### **Qualifications and Experience**

- Minimum qualification: 12th pass (Higher Secondary Certificate) from a recognized board.
- Proficiency in typing (minimum speed of 35 words per minute in English or 30 words per minute in Hindi).
- Basic knowledge of computer applications, including MS Office (Word, Excel, PowerPoint).
- Minimum of 2 years' prior experience in a government organization or public health institute.
- Remuneration: ₹ 35,000/- per month consolidated.

### **Key Deliverables**

- Accurate and well-maintained office records and correspondence files.
- Timely preparation and dispatch of official documents and communication.
- Up-to-date inventory of office supplies and consumables.
- Organized and efficiently managed clerical support for meetings and events.
- Compliance with administrative and reporting protocols.

### **9. Terms of Reference (ToR) for Upper Division Clerk (UDC)/Accountant**

The **Upper Division Clerk (UDC)/Accountant** will provide administrative and financial support to ensure accurate accounting, efficient record management, and adherence to organizational policies. The role is vital for maintaining operational efficiency and financial accountability within the organization.

## **Responsibilities**

### **a) Administrative Duties**

- Maintain and update files, records, and official documents, ensuring proper filing and easy retrieval.
- Handle routine correspondence, including drafting letters, memos, and emails.
- Provide clerical support for meetings, including scheduling, preparation of agendas, and recording minutes.

### **b) Financial Management**

- Maintain financial records, including ledgers, cash books, and vouchers.
- Assist in the preparation of budgets, financial statements, and audit reports.
- Process payments and receipts, ensuring accuracy and compliance with financial rules.

### **c) Payroll and Billing**

- Prepare and process payroll, including salary disbursements and deductions.
- Manage invoices, utility bills, and other financial transactions, ensuring timely payments.

### **d) Compliance and Auditing**

- Ensure adherence to government financial regulations and organizational policies.
- Assist in internal and external audits by providing necessary documents and clarifications.

### **e) Inventory and Asset Management**

- Maintain records of office inventory, including procurement and utilization of assets.
- Reconcile physical and recorded inventories periodically to ensure accuracy.

### **f) Data Management and Reporting**

- Compile and analyze financial data for periodic reports and presentations.
- Submit regular updates on expenditures, fund utilization, and financial status to supervisors.

### **g) Coordination and Liaison**

- Coordinate with internal departments and external agencies for financial and administrative tasks.
- Facilitate communication with vendors, banks, and other stakeholders as needed.

## **Qualifications and Experience**

- Bachelor's degree in Commerce, Accounting, or a related field.
- Minimum of 2 years of experience in administrative or financial roles, preferably in a government or public health organization.
- Proficiency in MS Office (Word, Excel, PowerPoint) and financial/accounting software.
- Familiarity with government financial rules, General Financial Rules (GFR), and audit processes is desirable.
- Remuneration: ₹ 45,000/- per month consolidated.

## **Key Deliverables**

- Accurate maintenance of financial records and timely processing of transactions.
- Well-organized administrative and financial documentation.
- Compliance with organizational and government financial regulations.
- Timely preparation of financial reports, budgets, and audit submissions.
- Effective coordination and communication with internal and external stakeholders.

## **10. Terms of Reference (ToR) for Stenographer Grade II**

The **Stenographer Grade II** will provide stenographic, clerical, and administrative support to senior officials. This role is critical for ensuring the smooth execution of correspondence, documentation, and office communication.

### **Responsibilities**

#### **a) Stenographic Duties**

- Take dictation and transcribe it accurately into written documents within specified timelines.
- Draft and type official correspondence, including letters, reports, and meeting minutes, ensuring proper formatting and language.
- Maintain confidentiality and security of sensitive information while handling dictations and transcriptions.

#### **b) Administrative Support**

- Organize and maintain schedules, appointments, and meeting calendars for designated officers.
- Provide clerical support, such as photocopying, scanning, and filing documents.
- Assist in the preparation of presentations, reports, and briefing materials.

#### **c) Meeting Coordination**

- Take detailed notes during meetings and prepare minutes for distribution and records.
- Assist in scheduling meetings, preparing agendas, and circulating relevant documents to participants.
- Ensure availability of meeting-related resources, such as projectors and conference room bookings.

**d) Record and File Management**

- Maintain organized and updated files, both digital and physical, for easy retrieval.
- Keep track of incoming and outgoing correspondence and ensure timely follow-ups.

**e) Communication Handling**

- Handle telephone calls, emails, and other communications professionally and efficiently.
- Relay messages accurately and promptly to concerned officers.

**f) Liaison and Coordination**

- Coordinate with divisions/sections and external stakeholders as required for official tasks.
- Ensure timely dissemination of information, notices, and circulars within the organization.

**g) Support for Senior Officials**

- Provide personal assistance to senior officers in administrative and organizational tasks.
- Handle travel arrangements, including ticket bookings, accommodations, and preparation of travel documents.

**Qualifications and Experience**

- Minimum educational qualification: 12th pass from a recognized board.
- Proficiency in stenography with a minimum speed of 80 words per minute in shorthand.
- Typing speed of at least 35 words per minute in English or 30 words per minute in Hindi.
- Basic knowledge of MS Office (Word, Excel, PowerPoint) and other office software.
- Manpower must have a minimum of 2 years of prior experience as a stenographer or in a similar role, demonstrating proficiency in stenographic and administrative tasks.
- Remuneration: ₹ 40,000/- per month consolidated.

**Key Deliverables**

- Accurate and timely transcription of dictations and preparation of official documents.
- Well-organized and efficiently managed schedules, meetings, and files.
- Professional handling of office communication and correspondence.
- Prompt and effective support for senior officials in administrative tasks.
- Strict adherence to confidentiality and organizational protocols.

