

Stenographer

This post belongs to the Private Secretaries and Stenographic Service (PS&SS) and is the highest level at which direct recruitment is made in this service. For structure and sanctioned strength of various grades in the service [click here](#). The induction grade carries a pay scale of Rs. 9300-34800 (Pay Band-2) with Grade Pay of Rs. 4200/- (Pre-revised). The incumbent of the post, in addition to pay and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, Housing facilities, LTC and Tuition fee reimbursement benefits are also available as per extant rules/instructions.

The highest grade available in the service is Director (PS&SS). The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at www.rajyasabha.nic.in/recruitment.

Stenographers are attached with Middle and Senior level officers and assist the officers in discharge of their official duties by making and receiving telephone calls, taking down dictations and transcribing them, doing typing work, maintaining the records of file movements, documents etc. and keeping a diary of appointments and engagements of the officer. In addition, he/she will be required to perform such other duties and discharge responsibilities as may be assigned to him/her from time to time.