



HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY

Block-A, HMDA Complex, Tarnaka, Hyderabad 500 007.

APPOINTMENT TO THE POST OF STENOGRAPHERS (4) VACANCIES ON CONTRACT BASIS

The HMDA invites applications from the eligible local candidates (as per the Presidential Order, i.e., Hyderabad, Ranga Reddy & Medak Districts) for appointment of Stenographers for (4) vacancies with the following qualifications :

1. **Regular Degree from any recognized University,** Typewriting (Higher) and Shorthand (Higher / Lower) with Diploma in Computer Applications.
2. Experience not less than one year in any Government / Private institution will be an added qualification.
3. Age below (34) years.
Retired Stenos with good health may also apply.
4. Remuneration will be Rs.12,600/- per month.
5. The Selection will be based on the merit.
6. Last date for receiving applications with bio-data is 18-10-2013.
7. The applications along with relevant certificates can either be submitted personally or by post to the Secretary, HMDA.

Sd/- Secretary

8 X 10 Sq. Cm.



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The HMDA invites applications from the eligible local candidates (as per the Presidential Order, i.e., Hyderabad, Ranga Reddy, & Medak Districts) for appointment of Stenographers for (4) vacancies with the following qualifications.

1. Must possess Regular Degree from any recognized University.
2. Must have passed the Typewriting (Higher grade).
3. Must have passed the Shorthand (Higher grade or Lower grade).
4. Must possess Diploma in Computer Applications.

5. Experience not less than one year in any Government / Private institution will be an added qualification.
6. Age below (34) years.
7. Retired Stenos with good health may also apply.
8. The appointments will be subject to the Presidential Order and G.O.Ms.No. 610.
9. Remuneration will be Rs. 12,600/- per month.
10. The selection will be based on the merit.
11. The period of contract will be initially for one year, which is extendable taking into the performance and the need for further extension.
12. The Metropolitan Commissioner, HMDA reserves his right for further extension.
13. In case of ambiguity arising out of the above terms & conditions, the decision of the Metropolitan Commissioner will be final and the individual is bound to comply the same.
14. The Stenographers shall attend to the work entrusted from time to time by the Secretary during the period of contract.
15. The services of the individuals are liable for termination as and when the services are not required by this Organization without any prior notice.
16. The applications along with relevant certificates shall reach the Secretary, HMDA on or before 18-10-2013 either personally or by post.
17. The applications received after the due date will not be accepted.

For further details, visit www.hmda.gov.in.

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Sd/-
Metropolitan Commissioner

Div. Accts. Officer (Estt.)