


CIRCULAR

Sub:- Requirement of Non Technical staff in the Engineering Department.

All SE's are requested to send requirement of Non Technical staff i.e. Steno, Clerk/Typist and Peon in their circle / Division along with present status of staff in enclosed format and mail the same to SE(HQ) & M(P) on or before 15.06.2017.


SE (HQ) 8/7/17

To,

SE ()

cc to :

ACE(I)/ACE(II)/ACE(III)

CE(NM)/CE(NMIA)/ CE(SP)

} For Information Pl.

FORMAT

Requirement of Non Technical staff in the Engineering Department

Circle :

Division :

Sr. No.	Post	Total staff required	Available staff	Net staff required now
1	Steno			
2	Clerk / Typist			
3	Peon			