



भारत सरकार | Government of India
संचार मंत्रालय | Ministry of Communications
दूरसंचार विभाग | Department of Telecommunications
राष्ट्रीय संचार अकादमी-वित्त | National Communication Academy-Finance
महरौली गुडगांव रोड, घिटोर्नी | Mehrauli Gurgaon Road, Ghitorni
नई दिल्ली -110047 | New Delhi-110047

No: 1-85/NCA-F/TAR/IN-TR-Steno/2ndBatch/2025-26

Dated 18.03.2026

To

1. Advisor (Finance), DoT, New Delhi
2. Sr. DDG (PAF), DoP HQ
3. Addl. CGCA New Delhi
4. All Pr. CCA / CCA/ Jt. CCA of Telecom Circles
5. All GM(F) / DAP

Sub: Induction Training of Stenographers of DoT and DoP at NCA-F, Ghitorni, New Delhi-reg.

Sir/Madam,

NCA-F, the **Sarvotkrisht** level central training institute under Ministry of Communications, is organizing an Induction Training Programme of Stenographers of DoT & DoP and its field units as per the particulars given below:

Course No. : 85032627
Duration : 2 Weeks
Period : 27.04.2026 to 08.05.2026
Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs
Venue : Academic block, NCA-F

Introduction & Objectives: The Induction Training of stenographers is designed in a manner so as to achieve the objectives by arranging training for a combination of different functions and duties. During this period appropriate training inputs would be provided which would be useful in understanding the basic concepts of governance and the rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be two weeks long and cover all salient rules and regulations necessary to discharge official functions. The overview of Department and also Govt. of India's rules and procedures are incorporated suitably in course schedule. Focus will be given on Office Procedure and management of records to the extent of their duties.

Learning Objectives:

- Explain the role and responsibilities of stenographers and demonstrate basic stenography skills in official work.

- Apply appropriate professional etiquette and workplace behaviour in government offices.
- Demonstrate effective communication skills and ethical conduct in official interactions.
- Recognize and apply strategies for motivation, emotional health, and workplace wellbeing.
- Operate and apply key functionalities of the e-Office system for file and receipt management.
- Explain and apply rules related to pay, allowances, NPS, and medical claims (MR & CGHS).
- Interpret and apply relevant provisions of FRSR Part-I in routine service matters.
- Demonstrate working knowledge of General Hindi for official communication.
- Apply provisions of Leave Rules in day-to-day service matters.
- Explain and follow Conduct Rules and vigilance guidelines in government service.
- Identify and comply with provisions related to Social Media usage and RTI Act.
- Promote awareness and sensitivity towards gender issues in the workplace.
- Utilize MS Office applications and official email systems for routine office work.
- Apply office procedures and record management practices for efficient administration.
- Explain the relevance of the Indian Knowledge System in contemporary governance and values.
- Recognize provisions of the RPWD Act and ensure inclusive practices in the workplace.
- Demonstrate soft skills and personality development techniques for professional growth.
- Explain vigilance mechanisms and employee welfare provisions in government organizations.

Target Population: Stenographers of Department of Telecommunications and Department of Posts.

No. of Participants: - Thirty (30) (subject to confirmation by NCA-F)

Last Date of receipt of nominations: 10.04.2026

Course Director : Sh. Shashank Shekhar Agarwal, Dy. Director
 Course Coordinator : Sh. Kundan Kumar Singh, AAO
 Contact E-mail ID : nicf.moc@gov.in

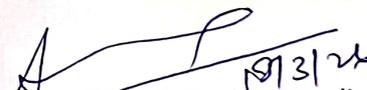
All the Head of offices/Controlling officers are requested to kindly provide details of the participants as per following proforma and spare them for the training Programme timely for smooth conduct of training. In case the participant cannot be spared for training, reason may be communicated to NCA-F.

S. No.	Name of Official	Designation	Email ID	Mob no.

- It may please be ensured by the Head of Office that the Candidates nominated for the training program are not undergoing any other training during the dates of the current program.
- All related correspondences may be sent to the Course Co-coordinator at following address: -

Sh. Kundan Kumar Singh, AAO
Mob-: 9471899993
E-mail: nicf.moc@gov.in

- **Note:-** Nominations of all eligible officials of DoT may be given through the **Competency Portal of DoT** only on or before 10.04.2026. The URL for filling nominations through Competency Portal is <https://www.competency.dot.gov.in>.
- Training would be conducted at Classroom no. 03, 1st Floor, Academic Block, National Communication Academy-Finance (NCA-F), Opposite Metro Pillar No. 152, MG Road, New Delhi-110047.
- Nominated officials may book their journey tickets in advance **on confirmation by NCA-F**.
- The trainees are not allowed to bring their families during the training program.
- Trainees are allowed to stay in NCA-F Hostel during their training period and extra one day before and after the scheduled duration.
- Food and accommodation shall be provided by NCA-F at its own cost.


(Shashank Shekhar Agarwal)
Course Director, NCA-F

Copy to:

- PPS to CGCA, New Delhi.
- PS to DG, NCA-F.
- PS to DDG (E&T), DoT HQ, Sanchar Bhawan, New Delhi.
- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- PS to Director (PA-Admin), DoP HQ, Dak Bhawan, New Delhi.
- Guard file.