

**Urgently Required (1 Post)**

**Office Manager cum Stenographer**

**Essential Qualification**

- Graduate, With Certificate/ Diploma course in secretarial Services.
- Must have good Command over English language.
- Minimum Shorthand Speed 80 wpm and Typing speed 40 wpm.
- Salary Negotiable but minimum 14K per month.

**Desirable Experience**

Preference will be given to those having Knowledge of computer programming, office Management and Memory Skills.

Applications Completed in all respects with certificates & testimonial must reach the Principal Investigator by post or email (emails without cover letter will not be opened and discarded) latest by 30<sup>th</sup> March 2014.

**Principal Investigator**

**Prof. Sarman Singh**  
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