

NATIONAL INSTITUTE OF AYURVEDA

REQUIRED STENOGRAPHER ON CONTRACTUAL BASIS

The Institute requires a Stenographer(English) with the following Qualifications urgently on Contractual Basis on a Fixed Monthly Remuneration of Rs. 17,000. Interested persons may report for a Walk-in-Interview on Monday 10-2-2020 at 11 AM in the Institute:

1. Pass in 12th Standard from a Central/State Board of Education.
2. Ability to write 80 WPM in English Shorthand and 30 WPM in English Typing.
3. Knowledge of Computer Operation like MS Word, Excel, etc.

OR

Retired PA/Stenographer in English with knowledge of Hindi Typing.


DIRECTOR
4-2-2020

To be posted on NIA Website and Notice Boards.