

**Urgently Required (1 Post)**

**Office Manager cum Stenographer (Multi Task Staff)  
In a WHO- FIND Project**

**Essential Qualification**

- Graduate, preferably in health / biological sciences with certificate/ diploma course in secretarial Services.
- Must have good Command over English language.
- Minimum Shorthand Speed 100 wpm and Typing speed 40 wpm.

**Desirable Experience**

Preference will be given to those having Knowledge of computer programming, office Management and conduction & management of the training programmes.

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 3<sup>rd</sup> September 2011.

**Principal Investigator**

**Prof. Sarman Singh  
Department of Laboratory Medicine  
All India Institute of Medical Sciences, New Delhi  
Contact No : 011-26594977  
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