

## **Vacancy on contract basis for Stenographer cum typist & Data entry Operator**

Online applications are invited for the post of Stenographer cum typist & Data entry operator on contract basis.

Candidates are advised to read the details, and eligibility criteria mentioned below for this vacancy. Candidates must check their eligibility i.e. educational qualification, age limit, experience and etc. The eligible candidates can submit their applications directly before 15th March 2023.

### **1. Stenographer cum typist**

**Job Location:**

National Academy of Medical Sciences (I) New Delhi

**Employment Type:** Contract basis

**Number of Vacancy:** 01 Post

**Educational Qualification:** Bachelor's degree or equivalent Examination of a recognized University / Institute with command in English.

**Experience :** Minimum 05 years experience of job.

**Upper Age** : Up to 60 years

### **2. Data Entry Operator**

**Job Location:** National Academy of Medical Sciences (I) New Delhi

**Employment Type:** Contract basis

**Number of Vacancy:** 02 Posts

**Educational Qualification:** 12<sup>th</sup> Pass (HSC pass from recognized Board or equivalent).

**Experience :** Should have undergone training course, orientation programme from recognized institute and possess skill in IT / Networking/ Hardware.

**Upper Age** : Up to 40 years

Emoluments for the post are negotiable keeping in consideration his/her qualification and experience of the candidate.

**The last date of submission of application is 15.03.2023 up to 05:00 PM.**

Interested candidates can apply online with brief bio data at email ID: nams\_aca@yahoo.com

Name :

DOB :

Education Qualification:

Experience :

Last post held :

Contact details -Email/Mobile #

Dr. Umesh Kapil Officiating

Secretary, NAMS