

Govt. of NCTD
Delhi Pharmaceutical Sciences & Research University
(Established under the Delhi Act 07 of 2008)
Pushp Vihar, Sector-III, New Delhi-110017

F.No.10/621/Admn/2017/DPSRU | 8311

Dated: 27/12/17

Sub: Short Hand, Typing Test and Walk in Interview for the post of Junior Stenographer. (English)

Short Hand and Typing Test will be held in DPSRU for the post of **Junior Stenographer** on daily wages on 04/01/2018 at 11.00 a.m. The reporting time for the test is 10.00-11.00 a.m.

Qualifications:-

Junior Stenographer	<p>Essential</p> <ol style="list-style-type: none">1. Passed Senior Secondary School Examination (+2) from recognized University / Institution2. Shorthand speed of 80 WPM and typing speed of 40 WPM in English. or Short hand speed of 80 with typing speed of 30 WPM in Hindi. <p>Desirable</p> <ol style="list-style-type: none">1. Knowledge of Computers.2. Diploma in Computers and / or Office Management and Secretarial Practice.3. Qualifications or experience related to pharmacy or allied science education.
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(Dr. Raman Dang)
Registrar, DPSRU