



चन्द्रगुप्त प्रबन्ध संस्थान पटना

CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA (CIMP)

Mithapur Institutional Area, Patna-800001.

No. SAO ↑ 103/1/17

Date: 16.05.2018

Vacancy for Steno Typist

Chandragupt Institute of Management Patna (CIMP); an autonomous institute of excellence in management education, consulting and research set-up on the lines of IIM-A by the Govt. of Bihar; invites applications from eligible candidates for the position of Steno Typist, initially on contract. The engagement shall initially be for a period of one year. Further extension of the contract, if any, shall depend upon the performance of the candidate. Candidates having excellent performance/credentials may have the chance of regularization in the services of the institute.

Eligibility:

Essential Qualification:

- Bachelor's Degree (10+2+3) from a recognized university/institute with at least 50% marks or its equivalent.
- Shorthand speed of 80 WPM
- Typing speed of 40 WPM
- Excellent command over English, written and oral as well
- Having proficiency in computer applications like MS-Word, MS-Excel.

Desirable Qualification: Candidates having three years of relevant experience in government/semi-government/autonomous bodies, etc. will be preferred.

Age: Preferably below 30 years but *not exceeding* 35 years. Age shall be reckoned on **15th June, 2018**.

Application Procedure:

Please e-mail your CV (in PDF format) **alongwith all requisite testimonials** mentioning the name of the post applied for in the subject line to sao@cimp.ac.in latest by **15th June, 2018 (17:00 hrs.)**.

Alternatively, one can send the hard copy latest by **15th June, 2018** with a covering letter (**only through Speed/Registered Post**) addressed to **Senior Administrative Officer, Chandragupt Institute of Management Patna, Mithapur Institutional Area, Patna-800001** superscribing the envelope with the name of the post applied for in block capitals.

Sd/-

Senior Administrative Officer