**JOB CODE: 056 LAST DATE:22/05/2019**

 **TITLE: Documentation Filing Assistant**

Total No. of Posts: 01

Gender: Male/Female

Age: 22-32yrs.

Remuneration: 18,000 per month (consolidated)

Type: On contract

Job Description:

* Maintenance of archival records
* Digitising archival records
* Any other work as may be requested by the Director

Experience:

* 0 to 2 years minimum experience

Essential Qualification:

* Any Graduate from a recognised university.
* Knowledge of MS Office.
* Should have good written and communication skills in English, Hindi or Marathi

Desirable Qualification:

* Basic knowledge of Adobe software
* Enthusiastic, self –starter, ability to work with deadlines

**APPLICATION PROCEDURE**

Interested candidates may send only CV with photograph on or before 22nd May 2019 to The Assistant Director (Admin) on the above-mentioned address. Kindly Superscribe the envelope with the post applied for along with the Job Code **OR** email your CV mentioning the Job Code in the Subject line on recruitmentcsmvs@gmail.com