**JOB CODE:058 TITLE: Data Entry Operator LAST DATE: 22/05/2019**

Total No. of Posts: 01

Gender: Male / Female

Age: 22-32yrs.

Remuneration: 16,000 per month (consolidated)

Type: On contract

Job Description:

* Data entry in Collection Management Software
* Any other work as may be requested by the Director

Experience:

* 0 to 2 years minimum experience

Essential Qualification:

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

Desirable Qualification:

* Minimum typing speed 40 WPM
* 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](mailto:recruitmentcsmvs@gmail.com)