**JOB CODE:075 TITLE: Data Entry Operator LAST DATE: 05/01/2020**

Total No. of Posts : 02

Remuneration : 15,000 – 25,000/- per month (consolidated)

Type : On contract

Job Description:

* Transferring data from written records to word or excel format.
* Experience and knowledge of formatting and placement of visuals in reports, etc.

Essential Qualification:

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

Desirable Qualification:

* Minimum typing speed 40 WPM

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before 5th January 2020 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with the post applied for along with the Job Code number **OR** email your CV mentioning the Job Code number and post name in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)