**JOB CODE:129 TITLE: Data Entry Operator LAST DATE: 22/11/2023**

Total No. of Posts : 01

Gender : Male / Female

Age : 22-32yrs.

Remuneration : 19,000 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 (English / Hindi/ Marathi)
* Enthusiastic, self –starter, ability to work with deadlines

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before November 22, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 129 Data Entry Operator) **OR** email your CV mentioning (Job Code 129 Data Entry Operator) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)