FOR DATA ENTRY OPERATOR

Qualification / Skill requirements:

With Stenographic Knowledge:

Diploma in Commercial / Secretarial Practice (3 Years duration) with First Class and proficiency in the use of computer with good communication skill

OR

Without Stenographic Knowledge:

Graduation in Arts / Commerce/Science with First class proficiency in the use of computer and a speed of 40 wpm in English Typewriting with good communication skill.

Scope of Work:

The work content includes the following Data Entry / Administrative Service and other jobs assigned from time to time.

1. Data Entry using software, viz. (a) Windows OS (b) MS Office etc.
2. Generation of reports, documents, printing, photocopying, filing, circulation
3. Any other job assigned from time to time.

Period of Contract: As per requirement of Isro Space Application Centre, Bangalore

Place of Work: Isro Space Application Centre, Bangalore

Wages: Rs. 525/- per day for 22 days in a month,
Rs. 11550/- PM (ESI & EPF shall be applicable as per rules)

Interested Candidate may appear personally for skill test to be conducted at below address from 15th December 2014 to 17th December 2014 between 10.00 AM to 05.00 PM

TCIL – IT Computer Education & Training Centre

Jayamma Complex, Kempe Gowda Circle,

Kempe Gowda Road, M. Dasarahalli, Hebbal, AF Post

Bengaluru – 560 024

Ph. No. : 9535303336, 9902433338

Candidate should bring attested copies of all certificates along with Original certificates and 4 photographs.

Candidates may download application form and submit duly filled in form at the time of skill test.

ICSIL keeps on giving advertisement on its web-site regularly regarding manpower requirements. Kindly visit ICSIL web-site regularly.