



National Career Service

Ministry of Labour & Employment



Job Id : 18Z70-1624323733868J

Salary: (₹) 11000 - 14000 (Monthly)

Number of Openings: 1500

Posted on: 15/01/2023

Last date to apply: 31/03/2023

Company Name:	LITTERAE FOUNDATION	Job Title	Data Entry Operator
Organisation Type	NGO	Sector	Education
Functional Area	Administration/Back Office Activities	Functional Role	Data Entry Operator

Job Description This a Data Entry Operator job at schools. college and institutes. A good command over English writing skills along with Ms Word, Ms Excel and Powerpoint mandatory

Required Qualifications

Minimum Qualification Required: 12th Pass

Additional Information

Total Experience (in years)	0 - 1		
Job Location	Delhi	Key Skills	Excel, MS Word, Powerpoint, Operator
Nature of job	Part Time		
Salary (₹)	11000 - 14000	Salary/Wage Type	Monthly
Available to Join in (in Days)	7		
Gender Preferences	Any		
Category	GEN,OBC,OTH,SC,ST		
Ex-Servicemen preferred	No	Number of Openings	1500

"Age/Date of Birth" Preference

Age Preferences (in Years) Age between 18 - 40 years as on 15/01/2023

Date of Birth Preference Born on or between 15/01/1983 and 15/01/2005
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