

**Position:** Data Entry Operator

**[Position Code : MII-02]**

**Number of Position:** One [01]

The position is purely temporary on contractual basis, co-terminus with the Make in India Cell, BIRAC. The present duration of the Cell is till 19<sup>th</sup> February-2022.

**Consolidated compensation :** Rs 30,000/- [Rupees Thirty Thousand] per month

**Job Description:** To provide support to the Make in India Cell, BIRAC

**Responsibilities of the position include but are not limited to :-**

- Upkeep and maintenance of records.
- Record and track keeping of inward and outward file movement.
- Assist in preparation of statement of expenditure, utilization certificates and other official correspondence.
- Retrieval of information as and when required, performing basic book-keeping work.
- Assist in photocopying, printing, scanning and dissemination of documents.
- Data punching, typing, transcribing oral & written information as per directions.
- Any other related work, aligned with the mandate of Make in India

**Essential Qualifications :**

- Graduate from a recognized University/Institute.
- Diploma in Computer applications with proficiency in Ms. Office.

Should have a speed of 80 words per minute in shorthand and 30 words per minute in typing.

**Experience:** 5 to 10 Years in handling related work.

**Age Limit:** Maximum 45 years as on 20<sup>th</sup> October, 2021