

 	<p style="text-align: center;">केन्द्रीय विद्यालय आदिलाबाद पुरातन डी.एम.हाउस, निर्मिति केंद्र, दसनापुर, आदिलाबाद-504001</p> <p style="text-align: center;">KENDRIYA VIDYALAYA, ADILABAD Old DM House, Nirmithi Kendra, Dasnapur ADILABAD -504 001 दूरभाष नं./ Telephone No.:- 08732 297010 ई-मेल/ E-mail : kvadilabad@gmail.com वेबसाइट/Website: adilabad.kvs.ac.in संबंधन सं /Affiliation No. 3600020</p>	 <p style="text-align: center;">वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE</p>  <p style="text-align: center;">KVS Diamond Jubilee Celebrating 60 Years of Excellence</p>
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QUALIFICATION DETAILS FOR THE POST

“DATA ENTRY OPERATOR “

1.	Data Entry Operator	<p>Essential Qualification</p> <ol style="list-style-type: none"> i. Minimum qualification Class XII pass or Equivalent from recognized board or University. Preferably from Commerce Background can communicate in Hindi and English effectively ii. Typing speed of 35 w.p.m. in English, 30 w.p.m in Hindi, 30 w.p.m. in Telugu on Computer. iii. Working knowledge of Hindi. Knowledge of MS - Office, Cloud Computing, Tally ERP and Internet Savvy. Desirable: DCA Certificate from registered and recognized institution. iv. Understanding of Accounts and accounting terminologies, Letter drafting, Knowledge of new developments in Microsoft Office, Photoshop, Video editing, Graphic designing, Effective communication skill in Hindi, English and telugu, awareness about local culture. Zeal to learn and work for the development of Institution 	The post is/are purely Temporary.
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Sd/-

PRINCIPAL