करण करणाय केन्द्रीय विद्यालय संगवन



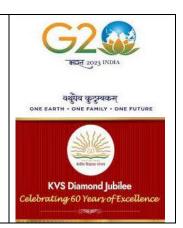
केन्द्रीय विद्यालय आदिलाबाद

पुरातन डी.एम.हाउस, निर्मिति केंद्र, दसनापुर, आदिलाबाद-504001

KENDRIYA VIDYALAYA, ADILABAD

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QUALFICATION DETAILS FOR THE POST

"DATA ENTRY OPERATOR"

| | | Essential Qualification | |
|----|------------------------|---|-------------------|
| | | 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. | The post is/are |
| | D (E) | | purely Temporary. |
| 1. | Data Entry Operator | 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 | |