Data Entry Operator: 1 Position

Tata Institute of Social Sciences (TISS) is working on the project of Mitanin health service evaluation. This project strives to improve the service delivery in State of Chhattisgarh.

TISS wishes to appoint a ‘Data Entry Operator’ for entering qualitative and quantitative data.

Name of the Post: Data Entry Operator

No. of Post: 01

Location: Deonar, Mumbai

Last Date: June 20, 2014

Email: siddhesh.talpade@tiss.edu, siddheshtalpade87@gmail.com

Contact Number: 02225525532/ 02225525539

Essential Skills:

• Knowledge of data entry with 30-40 wpm in English typing
• Working knowledge of MS Office (Excel, Word)
• Previous experience of working on SPSS data software
• Good communication skills in English, Hindi and Marathi
• Prior experience of data entry work

Required Qualification:

• Graduate degree in any stream
• Candidates with H.S.C. certificate can also apply

Application Procedure:

Please send your application via e-mail to siddhesh.talpade@tiss.edu along with the following subject line as ‘Data entry operator’

1. A Cover Letter
2. Your updated Curriculum Vitae with your academic record and experience

************** Short listed candidates will be contacted for interview**************

Tata Institute of Social Sciences
Sion-Trombay Road, Deonar
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