Walk-in-Interview for Data Entry Operator

The Anthropological Survey of India requires Two nos. of Data Entry Operators on purely contractual basis for the National Project “Anthropological Study on De-notified, Nomadic and Semi-Nomadic Communities”. The Data Entry Operators would be initially engaged for two months.

1. Job Responsibilities: Entry of data collected during fieldwork, compilation and analysis.
2. Qualification: Graduation in any discipline with basic knowledge of computers as well as data entry. Speed of at least 8000 key depression per hour
3. Remuneration: Rs.25,000.00/- (Rupees Twenty Five Thousand) only per month (Consolidated)

Interested Candidates are required to appear for a walk-in-interview with the filled in application (enclosed) along with their bio-data and original certificates and photocopy of the same as scheduled below:

(1) Date & Time: 3rd February 2020, from 10:30 am onwards
(2) Venue: Anthropological Survey of India, 27 Jawaharlal Nehru Road, Kolkata
Application for Data Entry Operator

1. Applicant's Name (in block letters) : 

2. Father's/Husband's Name : 

3. Age : 

4. Date & Place of Birth and Nationality : 

5. (a) Permanent Address : 

(b) Present Postal Address : 

(c) Tel. No. & e-mail if any : 

6. Particulars of academic qualifications (starting from Madhyamik Parikshya / High School to the Highest Examination. Please attach self-attested copies of Mark-sheets; Certificates; Diplomas etc.) (If space is not enough add separate sheet):

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<th>Examination Passed</th>
<th>Year. of Passing</th>
<th>School/College</th>
<th>Board/University</th>
<th>Class/Division</th>
<th>% of marks</th>
<th>Subjects offered</th>
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7. Experience (with details) : 

8. List of the enclosures along with the application 
   1. 
   2. 
   3. 

   I hereby declare that I have read the rules related to Data Entry Operator in the Anthropological Survey of India and I agree to abide by the same. I further declare that the entries made in the form above and the additional particulars furnished by me are true to the best of my knowledge and belief.

Date: