



Group	Animal and Fisheries Resource Department- Government of Bihar
Position Name	Computer Operator
Age Qualification (In Years)	40
Salary Per Month (Consolidated)	20000/-
Required Qualification & Experience	<ol style="list-style-type: none">1. Graduate in any discipline2. Should have completed one year diploma in computer application.3. Should have minimum 1 year of post qualification experience in similar field.4. Should have working knowledge MS Word, MS Excel, MS PowerPoint.5. Should have completed certificate course in tally.6. Working knowledge of computer.
Job Description	<ol style="list-style-type: none">1. Data feeding in specified format.2. Letter drafting (in Hindi/English)3. Performing all typing work like typing of reports, Data feeding in Hindi/English.

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