

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 discipline.2. Should have completed 1 year diploma in computer application.3. Should have minimum 1 year of post qualification experience in similar role.4. Should have working knowledge of MS word, MS excel, MS PowerPoint.5. Should have completed certificate course in Tally.6. Working knowledge of computer. <p>Preference will be given to the candidates registered with NISCI/BELTRON</p>
Job Description	<ol style="list-style-type: none">1. Data feeding in specified format.2. Letter drafting (in Hindi/English)3. Performing all typing works like typing of reports, Data feeding in Hindi/English.4. Any other work assigned by Manager (MIS)/State Project Coordinator..

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