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| 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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