

# **Job Notification**

## **Recruitment Agency : Domkal R I Society**

Regd. Off. : Garibpur, Domkal & Corp. Off. - Choa, Hariharpara

**Date of Interview : 30/12/2023**

Contact No : 9749346219/7797503543/9332870043

Mail: [domkal.risociety@gmail.com](mailto:domkal.risociety@gmail.com)

<https://www.risocietydomkal.com>

Job Title : Female **DATA ENTRY OPERATOR** at One Stop Centre (OSC)

Department : Social Welfare Section

Job Place : Murshidabad Medical College & Hospital

Duty Time : 10-12 hrs (Day & Night rotationally)

Salary : Rs. 7000-11000 /- per month (Yearly Increment depend on annual activity )

### **Qualification Requirement:**

1. Must be a Citizen of India .
2. Aged between 21 - 40 years
3. Minimum Graduation (B.A./B.Sc./B.com) with any discipline
4. Minimum one year computer diploma certificate.
5. Good skill of typing ,M.S. Word,M.S Excel,and mailing (gmail/email).

### **Documents Requirement (Only Xerox Copy with self attested) :**

C.V. with Photo and Signature, Madhyamik Admit Card, Madhyamik Marksheet and Certificate, H.S. Marksheet and Certificate, Graduation Marksheet and Certificate, Computer Diploma Certificate, Adhar Card, Voter Card, Account Passbook, PAN Card (If any), Experience Certificate (If any)

**N.B.: Rest of details will be informed via mail or phone after verifying CV**

*Torik Kozmaloz*

**Vice Chairman**

**Domkal R I Society**

**Date : 23/12/2023**