

MAULANA AZAD EDUCATION FOUNDATION

(Under the Ministry of Minority Affairs, Govt. of India)

File No.: Cont.Rectt./MAEF/2016

Dated: 06.12.2016

Requirement of Contractual Staff

Applications are invited for the following post purely on contractual basis for six month in Maulana Azad Education Foundation (MAEF), New Delhi on consolidated salary:

Sl. No.	Name of the Post	No. of Post	Remuneration
1.	Data Entry Operator	1 (one)	Rs. 15,000/- (monthly consolidated salary)

Eligibility Criteria for

1. Data Entry Operator:

Essential Qualifications	(i) Must have Senior Secondary (12 th) examination passed from a recognized board/institution with Diploma in Computer Applications. (ii) Should have proficiency in Microsoft Office (Word, Excel & Power Point), Emailing and Internet. (iii) Must possess a typing speed of 30 w.p.m. in English on Computer. (iv) Age as on 30th Nov, 2016 "25 to 35" years.
Experience	Minimum one year experience in relevant field.
Desirable	Knowledge of Hindi/Urdu Typing and Adequate knowledge of Hindi and English.

Interested Candidates may send their Resumes to **the Secretary, Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi - 110055**, within **3 days** from the date of the advertisement on website of MAEF.

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Secretary, MAEF