

# **BHARATIYA VIDYA BHAVAN**

**K. G. MARG, NEW DELHI – 110001**

## **Advertisement for requirement of Computer Operator (on Contract basis):**

Applications are invited for the post of Computer Operator. The required qualifications/Competencies are:

1. 12<sup>th</sup> / Graduation in any area from a recognized university with min. 55 % Marks.
2. Good Knowledge of working on computer and internet (Office suite: Word, Excel, Presentation).
3. Knowledge of office work and procedures.
4. Drafting of letters, mails etc. in English & Hindi.

### **Desirable:**

Work experience minimum of 2-3 years preferably in institutions.

Interested candidates are required to send their CVs/Resumes to the following email id latest by **15<sup>th</sup> March 2020**.

[registrar@bvbdelhi.org](mailto:registrar@bvbdelhi.org)

(Only short-listed candidates will be called for test/interview, Terms Negotiable.)