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

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

1. 12th / 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 15th March 2020.

registrar@bvbdelhi.org

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