



Name of the Post: Data Entry and Verification Officer

No. of Post : 01

Location : Deonar, Mumbai

Duration : December 31, 2017

Email : hr.sakshamp@gmail.com

Remuneration : Rs. 13,500/- per month

Last Date for Application: 17th July, 2017

Saksham which means "Capable" or "Self reliant" in Sanskrit is a TISS project that implements counseling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014 as an extension of the HIV counseling capacity building initiative.

Essential Skills:

- Knowledge of data entry with 30-40 wpm in English typing
- Working knowledge of MS Office (Good knowledge of MS Excel required such as application of formulae)
- Good communication skills in English, Hindi and Marathi
- Minimum 1-2 years of work experience preferred

Required Qualification:

- Graduate degree in any stream.

Application Procedure

Please send your application via e-mail to hr.sakshamp@gmail.com along with the following subject line as '**Data Entry & Verification Officer**'.

1. Your updated Curriculum Vitae