

BBMP

Office of the Project Coordinator-Reproductive & Child Health Program,1st Floor, Dasappa Hospital Compound, Opp. Town Hall, Silver Jubilee Park Road,Bangalore-560 002

Applications are invited for the post of Data Entry Operator/Data manager for the office of Program officer Immunization program BBMP : One Post- Contract basis

- He/ She Should be a graduate
- Age: Below 45 years at the time of applying
- Senior in English , Kannada typing & Knowledge of Short hand in Kannada & English Preferred
- Computer Skills: Must, Should be able to independently work with MS office (Word, Excel, ppts etc) Internet etc.
- Should Possess good Communication Skills both in Kannada and English
- Should be able to take dictations and independently draft letters, reports and prepare ppts.
- Preference will be given to the Candidates with post degree experience
- Monthly remuneration : Consolidated Rs. 10,000 per month
- No other allowances are permissible
- Leave: Yearly 8 casual leaves,2 restricted holidays & General holidays
- Contract is for one year period only. It may be extended
- Contract can be terminated by either side with one month's notice
- Interested candidates should send their applications along with their biodata & photo copies of the necessary documents to : **Office of the Program Officer, Immunization Program,1st Floor Dasappa hospital Compound, Opposite Town Hall, Silver jubilee Park road ,Bangalore -560 002 before 24th December 2011 , 4 PM**
- Interview will be held for the shortlisted candidates