Urmila Education And Services Private Limited

Mahatma Gandhi Path, Jyotipuram Colony, Rukanpura, Patna, Bihar 800014

Job Notification: Data Entry Operator (DEO)

REF NO : DEO /980/04/2024

Date: 30/06/2024

Job Description:

Urmila Education And Services Private Limited invites applications for the position of Data Entry Operator (DEO) on a Fulltime basis. The selected candidates will be responsible for efficient and accurate data entry operations.

Job Details

Job Title	Data Entry Operator (DEO)
Total Posts	**635**
Location	Madhepura,Purnea,Patna, Bihar
Training Fee	₹5500 (including 18% GST)
Security Deposit	₹25,000 (via Demand Draft)
Online Application Start	**01.07.2024**
Online Application End	05.11.2024
Registration Fee	₹999 + 18% GST = ₹1178.82
Interview Start Date	10.08.2024
Interview End Date	05.11.2024

Responsibilities

1. Inputting, updating, and maintaining data in computer systems.
2. Ensuring data accuracy and completeness.
3. Performing quality checks and resolving discrepancies.
4. Assisting in data analysis and reporting.
5. Adhering to company policies and procedures.

Qualifications:

1. Minimum educational qualification of 10+2 or equivalent.
2. Proficiency in typing and data entry skills.
3. Familiarity with computer applications such as MS Office.
4. Attention to detail and accuracy in data entry tasks.
5. Good communication skills.

Training Program:

Selected candidates will undergo a comprehensive training program in data entry operations, covering software usage and quality control processes. The training fee of ₹5500 includes 18% GST and is payable upon selection.

Security Deposit:

A refundable security deposit of ₹25,000 is required via Demand Draft (DD) upon confirmation of selection.

How to Apply:

Interested and eligible candidates can apply online between 01.07.2024 To 05.11.2024 by visiting our website (urmilaeducationservices.co.in) and completing the registration process.

Important Dates:

- Application Start Date: 01.07.2024
- Application End Date: 05.11.2024

Salary:

Your Cost to the Company (CTC) would be 16,000 (Sixteen Thousand Rupees Only) per Month (With all emoluments).
We expect you to join till in line with discussion with you.

For inquiries or further information, please contact +91 8674836503 or email Info@Urmilaeducationservices.co.in