



Tata Institute of Social Sciences
Saksham JanUrja Project
Sion-Trombay Road, Deonar
Mumbai-400088.

Name of the Post: Data Entry Operator
No. of Positions: 01
Location: Mumbai
Duration: Two Month
Remuneration CTC: Rs. Upto 13,500/- per month

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that implements counselling 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.

Saksham and Tata Power Community Development Trust have come together to implement Project 'Saksham Jan Urja' - a project for TB prevention and TB treatment adherence through community engagement in M Ward. The project aims to enhance TB literacy, awareness and create an enabling environment leading to early TB diagnosis and higher TB treatment adherence in M Ward.

Qualifications:

Graduate degree in any stream.

Candidates with HSC degree can also apply.

Essential Skills:

Knowledge of data entry with 30-40 wpm in English typing

knowledge of MS Office (Excel, Word)

Good communication skills in English, Hindi and Marathi

Prior experience of data entry work

Application Procedure

Please Carry your documents and your updated curriculum vitae.

Walk-In Interview Details

Date: 27th March 2018.

Time: 10:30 AM.

Venue: Training Hall, Saksham (Global fund project), under the Old Conference hall, TISS main (Old) campus, Tata Institute of Social Sciences, Sion- Trombay Road, Opp Deonar Bus Depot, Deonar, Mumbai - 400088.

Documents required (At the time of interview): Original Educational & Experience certificates, Resume.

Kindly note:

- You are requested to make your own arrangements for the travel to TISS campus and back. TISS will not provide any travel reimbursement both local and outstation.
- If you are required to relocate to Mumbai, TISS will not provide you any accommodation for the same.
- Candidates who have appeared for the interview in Saksham for the post of Research Investigator in the last 3 months will not be allowed to attend the interview.

Project Leader