



Department of Fisheries, Government of Tamilnadu

Advt Ref. No 17205/Q3/2016 dated 27.07.2016

Applications are invited from the eligible persons to work on contract basis as Data Entry Operator on monthly consolidated remuneration

Post name	Data Entry Operator (*)
Duration and Location of work	11 months in NADP CELL, at the office of the Commissioner of Fisheries, Teynampet, Chennai.
Monthly Remuneration	Rs.15000/-
Educational qualification	Diploma in Computer science from recognised Institution with qualifying certificate in Tamil and English type writing.
Experience	Previous experience as data entry operation and operation of operating Computer operating system.
Age	25 to 35 years as on date of advertisement
Experience	Experience in data entry and operating computer applications (word /excel, power point, Access, database creation, Internet working in Software application etc., Maintaining and preparing the soft copy of data, Office file maintenance and Preparation of project progress reports and compilation and other documents.
Address to send the filled application	Office of the Commissioner of Fisheries, DMS complex, Teynampet, Chennai-600 006
Mode of application	Eligible applicants to send Bio-data with recent photo along with a request letter with educational qualification certificates (Attested), certificate for age proof (Attested) along with experience certificates.
Last date for receipt of application	30 days from the date of advertised (Screened applications will be called for written and interview) Applications received after the due date on by mail or fax will be rejected.

(*) This advertisement does not provide any guarantee for employment in Government Service.

The advertisement reference no and name of the post should be written on the cover.

Beela Rajesh
Commissioner of Fisheries