**Clerk cum Computer Operator (Full Time)**

Total No. of Posts: 1

Gender: Male / Female

Remuneration: Rs. 15,000/- per month (consolidated)

Type: On Contractual basis

Job Description:

* Typing and maintaining data of Archival and Documentation Cell
* Digital image management and editing.
* Any other work as may be requested by the Curators, Education Officer or DG’s Office

Essential Qualification:

* Graduate from recognized university

Desirable Qualification:

* Computer Knowledge with Marathi Typing skills, MS Office, Corel and Photoshop is mandatory.
* Knowledge of Indesign and Illustrator will be preferred.
* Enthusiastic, self –starter, ability to work with deadlines, good organisational skills

**ADVERTISEMENT**

**Invites application from young qualified candidates. Last date of submission: 19th July 2016. Send your application to the Assistant Director (Admin), CSMVS, 159-161, M.G. Road, Fort, Mumbai 400023.**