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University of Mysore

Centre for the Study of Social Exclusion and Inclusive Policy

Humanaties Block, Manasagangothri, Mysore – 570006

NOTIFICATIONS

Applications are invited from the **interested female** candidates for the post of **One** Data Entry Operator to work in the Ministry of Tribal Affairs(GoI) funded major research project on ***'Preparation of Karnataka Tribal Human Development Report'***. Post is purely temporary and for one year only.

1.Name and Number of the Posts: One Data Entry Operator **(Female)**

2.Qualifications: Any PG in Social Sciences with Diploma in Commuter Applications and

- Must have cleared junior /senior in typing in both English and Kannada
- Must have good acquaintance in excel data sheet entry
- Must have decent knowledge in coral draw and photo shopping

3.Emoluments/Fellowship: Rs.18,000/- p.m

4 Desirable : One year working experience

4.Other Perks: Separate TA and DA(food) will be provided during field work (if any)

5.Nature of work: Entry of data to the excel sheet, typing , SPSS and other work of the projects

NOTE:

- The posts are purely temporary and for 10 months only or may extend two more months subject to the grants from the Tribal Ministry
- Engineering/MCA students are not eligible to apply
- Candidates may send their simple one page CV, a photo along with Xerox certificates of above required qualifications
- Selection will be based on academic & interview performance by an expert committee
- The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
- Working hours are between 10 am to5:30 pm (one hour lunch break)
- Only shortlisted candidates will be called for an interview. Incomplete applications will be summarily rejected
- The selected candidate also need to assist other ongoing projects that may be assigned by the Principal Investigator/Director (I/C)from time to time.
- Interview date will be intimated in the later stage. No canvas please

Send Applications (hard and soft copy) by Regd Post in person before 13th July 2021

Dr.D.C.NANJUNDA
Centre for Social Exclusion and Inclusive Policy (CSSEIP),
Humanities Block, (Manasa gangothri)
University of Mysore, Mysore-06
Email: anthroedit@ymail.com Ph: 9008164514

(By order)

Associate Professor cum Deputy Director
Centre for the Study of Social Exclusion and
Inclusive Policy