

Data Entry Operator

MyGov is the citizen engagement platform of Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for a **Data Entry Operator**, should be familiar with entering data from various sources into the company's computer system.

An ideal candidate should be aware of managing and maintaining effective record keeping.

The ability to work in a dynamic and exciting environment with strict deadlines and in a team is highly valued. Ultimately, you'll be required to drive citizen engagement.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for Content Writer & Researcher.

Interested candidates may apply in this form.

Position: Data Entry Operator

No. of Position(s): 2

Qualification: Graduate

Years of Experience: 0 - 3 years of experience

Roles & Responsibilities

- Entering data from various sources into the company's computer system;
- Responsible for managing and maintaining effective record keeping;
- Responsible for organizing files, collecting and managing data.

Skills

- Typing speed
- Typing accuracy
- Communication skills
- Time management
- Attention to detail
- Ability to research and collect data
- Understanding of basic software

Requirements

- Proven work experience
- Team Player
- Ability to meet deadlines