



National Career Service

Ministry of Labour & Employment



Job Id : 19Q78-1121451301878J | **Salary:** Not Specified | **Number of Openings:** 10 | **Posted on:** 23/10/2024
| **Last date to apply:** 18/11/2024

Company Name:	TATA INSTITUTE OF FUNDAMENTAL RESEARCH	Job Title	CLERK TRAINEE ACCOUNTS
Organisation Type	Central Government	Sector	Specialized Professional Services
Functional Area	Administration/Back Office Activities	Functional Role	CLERICAL ACCOUNTS

Job Description
Essential 1. Graduate from a recognized University / Institute. 2. Knowledge of typing and use of personal computers and applications. Desirable 1. Candidates with experience in Microsoft Excel, good drafting skills and with prior experience as Clerk / typist in govt /semi govt/ Autonomous bodies / Public Sector Undertakings will be preferred. 2. Candidates with Graduation in Commerce from a recognized University / Institute will be preferred. Mode of Recruitment Written Test

Required Qualifications

Minimum Qualification Required: Graduate

Additional Information

Job Location	Mumbai	Key Skills	Clerk, computers
Nature of job	Full Time		

**Gender
Preferences**

Any

**Ex-Servicemen
preferred**

No

**Number of
Openings**

10