

Designation: Data Entry Operator

Location: New Delhi

Desired Candidate Profile:

- Working knowledge of English and Hindi
- Basic knowledge of working with a computer
- Resident of Delhi-NCR region
- Should be available immediately for work

Job Responsibilities

- Data entry of Affidavits submitted by candidates during election
- Data review

Qualification: Cleared 12th std and pursuing graduation

Organization Profile:

The Association for Democratic Reforms (ADR) was established in 1999 by a group of professors from the Indian Institute of Management (IIM), Ahmedabad. ADR is an NGO working towards Electoral & Political reforms in India.

Contact:

Please mail your CV at hire@adrindia.org with 'Data Entry Operator' in the subject line.