



# National Career Service

Ministry of Labour & Employment



**Job Id :** 19Q73-1219266231164J | **Salary:** Not Specified (Monthly) | **Number of Openings:** 56 | **Posted on:** 18/10/2024 | **Last date to apply:** 03/11/2024

<b>Company Name:</b>	WOMEN AND CHILD DEVELOPMENT, GOVERNMENT OF MAHARASHTRA	<b>Job Title</b>	Senior Clerk
<b>Organisation Type</b>	State Government	<b>Sector</b>	Other Service Activities
<b>Functional Area</b>	Administration/Back Office Activities	<b>Functional Role</b>	Secretarial/Clerical Staff
<b>Job Description</b>	To perform various administrative tasks, like maintaining records and files, reconciling bank statements, preparing Bills and maintaining financial records		

## Required Qualifications

<b>Minimum Qualification Required:</b>	Graduate
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## Additional Information

<b>Job Location</b>	Maharashtra	<b>Key Skills</b>	Clerk General
<b>Nature of job</b>	Full Time		
<b>Salary/Wage Type</b>	Monthly		
<b>Gender Preferences</b>	Male & Female		

<b>Category</b>	GEN,OBC,OTH,SC,ST		
<b>Ex-Servicemen preferred</b>	Yes	<b>Number of Openings</b>	56
<b>Is the job for differently abled (PwD) ?</b>	Yes		
<b>Disability Type</b>	Low-vision	<b>Partial/Full</b>	Full
<b>Certification Details</b>			