

**Name of the Post : Data Entry and Verification Officer'**

**No. of Post : 01**

**Location : Deonar, Mumbai**

**Duration : Till March 2021**

**Last Date : March 24, 2017**

**Email : [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com)**

**Total salary CTC : Upto Rs. 27,000 per month**

**Saksham Pravaah** is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014 as an extension of the HIV counselling capacity building initiative. Saksham means "Capable" or "Self reliant" in Sanskrit.

Based on the experience of Mumbai, Saksham in partnership with the Central TB Division (CTD), Ministry of Health and Family Welfare has scaled up this project to Maharashtra, Gujarat, Rajasthan and Karnataka. In this expanded phase of the project, the goal is to *strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.*

**Essential Skills:**

- Knowledge of data entry with 30-40 wpm in English typing
- Working knowledge of MS Office (Excel, Word)
- Good communication skills in English, Hindi and Marathi
- Prior experience of data entry work

**Required Qualification:**

- Graduate degree in any stream.
- Candidates with HSC degree can also apply.

**Application Procedure**

**Please send your application via e-mail to [hr.sakshamp@gmail.com](mailto:hr.sakshamp@gmail.com) along with the following subject line as 'Data Entry & Verification Officer'.**

- 1. Your updated Curriculum Vitae with your academic record and experience**

**\*\*\*\*\*Short listed candidates will be contacted for interview. \*\*\*\*\***