

	प्रसार भारती (भारत का लोक सेवा प्रसारक) विविध भारती सेवा, आकाशवाणी गोराई रोड, बोरीवली, (प.) मुंबई 400091.	
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No: A-4502/12/2026-Accounts-VB

Date : 30.09.2026

SCOPE OF WORK OF DATA ENTRY OPERATOR

A Data Entry operator needs to have good communication skills, fast typing speed and accuracy. A high concentration level is necessary. They must stay focused on their task while working with limited distractions from other things. Working with technology is also essential, as they work primarily from a computer. Preference will be given to the candidates having typing knowledge in Hindi and English both. (Most preferably with one year course in computer or secretarial practice)

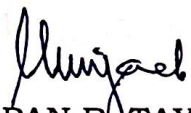
Responsibilities:

1. Inserting text based and numerical information from source documents within time limits.
2. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entries.
3. Typing the official letters and other documents with good typing speed.
4. Handling existing data and editing current information.
5. Apply data programme techniques and procedures.
6. Generate report, store completed work in designated locations and perform back up operations.
7. Scanning the documents, computer data entry, preparing reports and other general office documents.
8. Good working skills of MS office.
9. Keep information confidential.
10. Respond to queries for information and access relevant files.
12. Ensure proper use of office equipment and address malfunctions.
13. Keeping the office record updated.

14. Taking backup of data at regular intervals and storage of data.
15. Any other/miscellaneous works assigned by the officer-in-charge.
16. Accounts Work: Generating and processing various bills online through PFMS portal, and organizing and maintaining associated records etc.
17. Handling the E-office system, preparing notes, sanctions, and other official documents as directed by competent authority.
18. General Work: Having capability of maintaining records and register for store stock entries. These revisions aim to present the responsibilities in a more structured and clear manner.

Skills required.

1. Proven data entry work experience as a data entry operator or office clerk.
2. Experience with MS-Office and Data programmes.
3. Familiarity with administrative duties.
4. Experience using office equipment like Xerox machine, scanner.
5. Certificate issued from any Government recognized institute in r/o typing
Speed of 30 w.p.m. in Hindi & 40 w.p.m. in English must be attached.
6. Organization skills with an ability to stay focused on assigned task.
7. Excellent knowledge of correct spelling, grammar and punctuation.


(SOPAN R. TAYADE)
ASSISTANT DIRECTOR (E)
& DDO

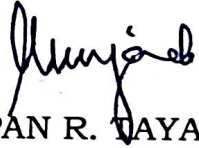
 सत्यमेव जयते	प्रसार भारती (भारत का लोक सेवा प्रसारक) विविध भारती सेवा, आकाशवाणी गोराई रोड, बोरीवली, (प.) मुंबई 400091.	 प्रसार भारती PRASAR BHARATI
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SCOPE OF WORK FOR MULTI TASKING STAFF:

- Physical Maintenance of records of the Section.
- General Cleanliness and upkeep of the Section / Unit.
- Carrying of files and other papers within the building.
- Photocopying.
- Other non-clerical work in the Section / Unit.
- Assisting in routine work like diary, dispatch etc.
- Delivering of dak (Outside the building)
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixtures etc.
- Upkeep of Parks, Lawns, Potted plants etc.
- Any other work assigned by the superior authority.


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