

## Data Entry Operater -Mankhurd

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Phone :

Web :



Government of India

# AERB

Atomic Energy Regulatory Board

### Job Summary

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Vacancy : 3

Deadline : Apr 28, 2026

Published : Mar 28, 2026

Employment Status : Full Time

Experience : Any

Salary : 18000

Gender : Any

Career Level : Mid Level

Qualification :

## Job Description

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# Data Entry Operator – Immediate Hiring

**Company:** Atomic Energy Regulatory Board (AERB)

**Location:** Anushaktinagar, Mankhurd, Mumbai

**Job Type:** Full-Time

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## Job Summary

We are looking for a detail-oriented and reliable **Data Entry Operator** to join our team at AERB, Mumbai. The ideal candidate should have good typing speed, accuracy, and basic computer knowledge to manage and maintain data efficiently.

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## Key Responsibilities

- Enter, update, and maintain data in computer systems and databases
  - Verify accuracy of data before entering
  - Maintain confidentiality of sensitive information
  - Perform regular backups to ensure data preservation
  - Organize files and records for easy access
  - Assist in administrative and clerical tasks when required
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## Eligibility Criteria

- **Education:** Graduate (B.Com preferred)
  - **Typing Speed:** Minimum 30 WPM
  - Basic knowledge of MS Office (Excel, Word)
  - Good attention to detail and accuracy
  - Ability to work independently and meet deadlines
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## Salary & Benefits

- **Salary:** ₹18,000 CTC + ₹3,600 PF
  - **Total Take-home:** ₹21,600 per month
  - **Work Schedule:** Monday to Friday
  - **Weekly Off:** Saturday & Sunday
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## Work Location

Niyamak Bhavan, Anushaktinagar, Mankhurd, Mumbai

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## How to Apply

Interested candidates can apply directly on Indeed or contact via WhatsApp/Call:

☎ 9702429178 / 9321536061

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## Additional Information

- Immediate joining preferred
- Freshers can also apply

## Education & Experience

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Graduation ( B.Com Preferred )

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**Must Have**

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Typing Speed - 30 WPM

**Educational Requirements**

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**Compensation & Other Benefits**

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3600 (pf)