



<https://govhelp.in/job/byjus-recruitment-2023-all-india-jobs-file-clerk-post/>

Byju's Recruitment 2023 – All India Jobs – File Clerk Post

Job Location

Bengaluru, Karnataka, India
Remote work from: India

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Base Salary

USD. 12,000 - USD. 17,000

Qualifications

Graduate, 12th Passed.

Employment Type

Full-time

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Description

Byju's Recruitment 2023

The file clerk is responsible for organizing and managing the company's files.

Byju's Jobs Near Me

Responsibilities:

- Maintain electronic and paper files
- Create and maintain company database
- Retrieve files as needed
- Other duties as assigned

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Byju's Jobs For Freshers

Qualifications:

- High school diploma
- Experience with Microsoft Office Suite

Hiring organization

Byju's

Date posted

April 26, 2023

Valid through

31.12.2025

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Important Links **Find the Link in [Apply Now](#) Button**

Experience with database software

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