

# **Job Description (JD) – Clerk for State Data Authority – MITRA**

## **Position Title**

Clerk

## **Minimum Educational Qualification**

Candidate must possess a Bachelor's Degree (Graduation) in any discipline from a recognized University. Candidates who have successfully completed their graduation are eligible to apply.

## **Experience Requirement**

Minimum 2 years of relevant work experience in office administration, clerical work, data entry, documentation, record maintenance, correspondence handling, or similar administrative functions for any department of government.

## **Typing Qualification (Mandatory)**

Candidates must have passed a Marathi Typing Examination with a minimum speed of 30 words per minute (WPM) and English Typing Examination with a minimum speed of 40 words per minute (WPM), conducted by a Government Commercial Certificate Examination Board or an institution recognized by the Government. Applicants must possess a valid Typing Certificate and upload the certificate along with the application.

## **Key Responsibilities**

Typing official correspondence, letters, reports, notes, and office documents; maintaining office records, files, registers, and databases; data entry and updating information in computer systems; assisting in preparation of reports and official communications; handling inward and outward correspondence; supporting administrative activities; maintaining confidentiality of records; and performing other duties assigned by the reporting officer.

## **Required Skills**

Proficiency in Marathi and English typing, working knowledge of MS Office (Word, Excel, PowerPoint), email communication, organizational skills, and good communication abilities.

## **Documents to be Uploaded**

1. Graduation Degree Certificate/Mark Sheets
2. Experience Certificate(s) proving minimum 2 years of experience
3. Valid Marathi and/or English Typing Certificate
4. Identity Proof and other documents as specified in the application form Note

## **Age Limit**

(a) The candidate must have attained the age of 25 years and must not be more than 38 years of age as on the prescribed cut-off date mentioned in the advertisement.

(b) The upper age limit for candidates belonging to Reserved Categories of Maharashtra State shall be 43 years, subject to the production of valid caste/category certificates and other documents as prescribed by the Government.

(c) The upper age limit for Persons with Disabilities (PwD/Divyang) shall be as prescribed by the Government of Maharashtra from time to time.

(d) Other age relaxations, wherever applicable, shall be governed by the prevailing Government Resolutions, Rules, and Orders issued by the Government of Maharashtra.

जाहिरातीचा नमुना

Maharashtra Institution for Transformation- Mitra 5 <sup>th</sup> floor, Nirmal Building, Nariman Point, Mumbai 400021			
Applications are invited for the bellow mentioned Posts, sanctioned under State Data Authority, from eligible candidates at Maharashtra Institution for Transformation-MITRA Total No. of posts 8 (Eight)			
Name of Post	No. of Post	Remuneration	
1) Joint Secretary – (State Data Authority)	01	7PC- S-27	Retired Gov. Officer
2) Director (Policy and Guidance)	01	3.00 lakh (INR)	Outsourced
3) Director (Communication and User Advocacy)	01	3.00 lakh (INR)	Outsourced
4) Assistant Desk Officer (Mantralaya Cadre)	01	7PC S-16	Retired Gov. Officer
5) Young Professional	04	70,000 (INR)	Outsourced
6) Clerk	01	40,000 (INR)	Outsourced
Posts are purely Contractual and Temporary basis			
Detailed information about qualifications, experience, and nature of work is available on the Mitra office's website, <a href="http://www.mahamitra.org">www.mahamitra.org</a>			
How to Apply			
Applications should be submitted online through the link made available on the website <a href="http://www.mahamitra.org">www.mahamitra.org</a>			
Last date of submission of applications		16 <sup>th</sup> June 2026	
Sd/- Director (Administration and HR) Maharashtra Institution for Transformation- Mitra.			

महाराष्ट्र इन्स्टिट्यूटशन फॉर ट्रान्सफॉर्मेशन- मित्र 5 वा मजला, निर्मल बिल्डिंग नरिमन पॉईंट, मुंबई 400021			
राज्य आधारसामग्री प्राधिकरणांतर्गत मंजूर असलेल्या, महाराष्ट्र इन्स्टिट्यूटशन फॉर ट्रान्सफॉर्मेशन- मित्र या कार्यालयातील खालील पदांसाठी पात्र व्यक्तींकडून अर्ज मागविण्यात येत आहेत. एकूण पदे 8 (आठ)			
पदनाम	पदसंख्या	पारिश्रमिक	
1) सहसचिव (राज्य आधारसामग्री प्राधिकरण)	01	7PC- S-27	सेवानिवृत्त शास. अधिकारी
2) संचालक (धोरण व मार्गदर्शन)	01	3.00 lakh (INR)	बाह्यस्त्रोतामार्फत
3) संचालक (संप्रेषण व वापरकर्ता अभियोजन)	01	3.00 lakh (INR)	बाह्यस्त्रोतामार्फत
4) सहायक कक्ष अधिकारी (मंत्रालय संवर्ग)	01	7PC S-16	सेवानिवृत्त शास. अधिकारी
5) यंग प्रोफेशनल	04	70,000 (INR)	बाह्यस्त्रोतामार्फत
6) लिपीक	01	40,000 (INR)	बाह्यस्त्रोतामार्फत
नियुक्तीची पद्धती - करार पद्धतीने व एकत्रित वेतनावर			
पात्रता, अनुभव आणि कामाचे स्वरूप -			
याविषयी सविस्तर माहिती मित्र कार्यालयाच्या <a href="http://www.mahamitra.org">www.mahamitra.org</a> या संकेतस्थळावर उपलब्ध आहे.			
अर्ज करण्याची पद्धती -			
अर्ज ऑनलाईन पद्धतीने <a href="http://www.mahamitra.org">www.mahamitra.org</a> या वेबसाईटवर उपलब्ध केलेल्या लिंक द्वारे सादर करावा			
अर्ज करण्याचा अंतिम दिनांक -		16 जून 2026	
स्वा/- संचालक (प्रशासन व म.ब.) महाराष्ट्र इन्स्टिट्यूटशन फॉर ट्रान्सफॉर्मेशन- मित्र			