



NORTH-EASTERN HILL UNIVERSITY
DEPARTMENT OF CULTURAL AND CREATIVE STUDIES
Mawkynroh-Umshing, Shillong-793 022, Meghalaya

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Advertisement for the post of Data Entry Operator cum Office Assistant in the Project “Folklore, Wildlife and Nature in North East India: A Study of their Inter-Relationship” to be undertaken by the Department of Cultural and Creative Studies, North-Eastern Hill University, Shillong 793022

Walk-in Interview for the post of **Data Entry Operator cum Office Assistant (1 No.)** on purely temporary basis will be held on 2nd December, 2021 at the Department of Cultural and Creative Studies, NEHU, Shillong-793022 at 11:00 a.m. The applicants should bring along with them all necessary enclosures and testimonials for verification before the interview.

Minimum Educational Qualification: Graduation.

Preference will be given to those having the following experience:-

1. Cataloging still photographs using Adobe Lightroom CC
2. Cataloging video clips using Adobe Photoshop cc
3. Low level editing of camera RAW still images using Adobe Lightroom CC
4. Knowledge of creating content database and data entry of multi-media content in the database

Required Skills: -

Knowledge of MS Office, Good typing speed, Communication skills in oral and written modes.

The appointment is purely on temporary basis for one year which is likely to be extended.

Sd/-
Principal Investigator,
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