



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY

(भारत सरकार: गृह मंत्रालय)

(Government of India: Ministry of Home Affairs)

हैदराबाद - 500052

Hyderabad - 500052

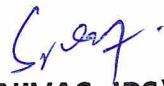
Date:- 15/1/24

Walk-in-Interview

The Suraksha SVP NPA consumer co-operative store intends to engage a billing clerk/Data entry operator for **co-operative store** on daily wages @ 866/day for initial period of three months which may extend as per working feedback. Hired Clerk will perform the duty of 8hrs/day(10:00 to 14:00 & 16:00 to 20:00 Hrs) . A week off (Tuesday) will be allowed to hired person. The interested candidates may attend a **"Walk-in-Interview followed by skill test"** along with their requisite educational documents/certificates, subject to the following terms and conditions: -

- Candidate should have minimum age of 21 years and maximum age 40 Yrs as on interview date.
- **Education qualification –**
 - 10+2 with Diploma of Computer & Tally ERP/Prime with good typing speed.
 - **Desirable:** - Higher degree, higher experience specialization in any aspect of computers.
- Minimum 02 years of experience as billing clerk in any reputed mart/ super store/ canteen etc.
- Candidate should sound knowledge of billing software and store/Inventory management.
- Should be in possession of valid ID proof (Aadhar Card or any Govt. Issued ID Proof).
- Bank Account Details (Copy of bank pass book front page).
- Police Verification Certificate issued from concern Police Station.
- Candidate failed to produce any of the above documents will not be eligible for appearing test/interview.
- **Selection Procedure :-**
 - **Process No.1-** Documentation verification (Education/ Experience)
 - **Process No.2:-** shortlisted candidates will have to appear in skill test (billing process) for 5 min each as practical test
 - **Process No 3:-** shortlisted candidates of practical test be interviewed by the Board.

2. Candidate will have to report on 20th feb. 2024 at **0800 hrs** at Suraksha Plaza SVP NPA Shivarampally, Hyderabad, Telangana –500052 to appear in selection process late reporting will not allowed at any circumstances, for more details, please visit www.svpnpa.gov.in/vacancies.


(DR. A.SRINIVAS, IPS)
Deputy Director (MCTP)
& Honorary Secretary
Suraksha Plaza Co-op Store

Copy To:-

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- 2- Estt Section for information.
- 3- RI(Lines) to wide publicity.