

## Coal India Recruitment 2023 – Apply Online – File Clerk Posts

### Hiring organization

Coal India

### Job Location

Bengaluru, Karnataka, India

Remote work from: India

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### Base Salary

Rs. 18,000 - Rs. 22,000

### Date posted

January 20, 2023

### Valid through

31.12.2025

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Coal India Recruitment 2023

The file clerk is responsible for organizing and maintaining all physical and electronic files within the company.

### Jobs Near Me

### Responsibilities:

- File new documents and updates to existing documents using the correct naming convention and folder structure
- Create or modify file folders and labels as needed
- Scan and upload documents into electronic files
- Retrieve documents from storage as needed

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### Coal India Careers

### Skills:

- Experience using computers and software programs, such as Microsoft Office

Strong attention to detail

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

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