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## HCL Recruitment 2023 – Jobs For Freshers – File Clerk Post

**Hiring organization**  
HCL

### Job Location

India  
Remote work from: India

**Date posted**  
March 3, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 8,000 - Rs. 10,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## HCL Tech Jobs 2023

The file clerk is responsible for maintaining the integrity and security of the files within the company.

### HCL Jobs For Freshers

#### Responsibilities:

- Maintaining the integrity and security of company files
- Organizing and classifying files
- Keeping track of updated and unfinished files

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### Jobs Near Me

#### Skills:

-Prior experience working with files and databases

Knowledge of computer software programs

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

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