



<https://jobtalent.jobcitylive.com/job/patanjali-recruitment-2023-jobs-near-me-file-clerk-posts/>

## Patanjali Recruitment 2023 – Jobs Near Me – File Clerk Posts

**Hiring organization**  
Patanjali

### Job Location

Hyderabad, Telangana, India  
Remote work from: India

**Date posted**  
January 7, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 19,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Patanjali Recruitment 2022

A File Clerk is a vital role in many organizations, providing essential administrative and organizational support.

### Jobs Near Me

The primary responsibility of a File Clerk is to maintain records, both physical and digital, in an organized manner. This includes filing, scanning, and indexing documents as well as data entry. Additionally, a File Clerk may be asked to retrieve documents upon request, prepare mailings, and keep track of expiration dates.

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### Patanjali Careers

In order to fulfill these duties, a File Clerk must be well-organized, detail-oriented, and familiar with computer programs such as the Microsoft Office Suite. It is important to remember that a File Clerk should always maintain a professional attitude and take pride in their work.

**Important Links**

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

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