

# CLERK

A Clerk, or Bookkeeper, is responsible for performing administrative tasks to support daily business operations. Their duties include responding to phone calls or emails, maintaining an organized filing system and restocking office supplies as needed

## Eligibility :

- The candidate must be 20-28 years old
- The minimum educational qualification for Karnataka Ambulance drivers recruitment is 12th / 10th, however, candidates with higher education also eligible for apply for driver jobs but age limit is mandatory.
- The candidate must not hold any criminal record while applying for the exam.

## Vacancies :

- [https://delhi.inityjobs.com/ciil-mysore-upper-division-clerk-jobs-recruitment-2022-vacancy-central-institute-indian-languages-karnataka?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://delhi.inityjobs.com/ciil-mysore-upper-division-clerk-jobs-recruitment-2022-vacancy-central-institute-indian-languages-karnataka?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)
- [https://jobs.dailylivejobs.com/job/government-jobs-for-clerk-in-mysore-clerk-sarkari-vacancy-2022/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.dailylivejobs.com/job/government-jobs-for-clerk-in-mysore-clerk-sarkari-vacancy-2022/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## Certificates(if needed/recommended) :

- Voter ID.
- Marksheet and Certificate of Class 10th.
- e/She must hold a valid degree from a recognised State or Central University

## Tutorials(if needed):

- <https://www.youtube.com/watch?v=zjrTJUgnhYs>