

Applications are invited for digital archiving projects at various centers in Kerala undertaken by Beehive Digital Concepts Pvt. Ltd. for the following posts

- Scanning/Imaging Assistants
- Graphic Processing assistants
- Documentation Assistants (Indexers/ Cataloguers)
- Data entry operators (English and Malayalam ISM-Gist)
- Field Supervisors
- Project Managers

Those who have passed Plus 2/ Pre-degree and Degree/ Diploma holders can apply.

Candidates from nearby places of Thiruvananthapuram city, North Parur and Calicut University are most welcome.

Proficiency with comprehensive skill in Malayalam and English languages is an advantage for the post of Documentation Assistants.

Selected candidates will be given appropriate training.

## **Last Date**

**Download** the application form and send duly filled on or before

**30<sup>th</sup> September 2014** to:

Beehive Digital Concepts Pvt. Ltd.

Manjaly, Thekkethazham

P.O. Mannam Paravur, Ernakulam

Cochin – PIN 683 520

Email: [mail@beehivdc.in](mailto:mail@beehivdc.in)

Mobile: 9846 978 786

9446 763 171

## APPLICATION FORM FOR VARIOUS POSTS

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**Name**

**Date of Birth**

**Age**

**Address**

Photo

PIN

Mobile

Email

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### **Educational Qualification**

#### **Plus 2 / Pre-degree**

Marks % or Grade

Group

Year

School and Place

#### **Diploma**

Marks % or Grade

Group

Year

Institution and Place

**Graduation**

Marks % or Grade

Degree (BA/BSc/BCom/BBA/BCA, etc)

Year

College and Place

University

**Post-Graduation**

Marks % or Grade

Degree (MA/MSc/MCom/MBA/MCA, etc)

Year

College and Place

University

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**Computer Proficiency** (Mark  whichever applicable) MS Windows Linux MS Office Libre Office Adobe Photoshop PageMaker InDesign Adobe Acrobat GIMP**Programming** (Mention the languages)**Experience in Image Scanning**  Yes  No**Typing Proficiency**

Malayalam

 ISM-GIST/Inscript Unicode English Hindi Tamil**Any other qualification/ activities/ Interests/Experiences**

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*All details furnished above are true to best of my knowledge*

Date

Place

Signature