

## REQUIREMENT OF DATA ENTRY OPERATOR (DEO) ON PURELY CONTRACTUAL BASIS

Applications are invited for the post of Data Entry Operators (DEOs) to work on purely contractual basis for a Department of Govt. of NCT of Delhi. The qualifications and other details required are as under:

S.No.	Particulars	Lower Divisional Clerk
1	Qualification	12th Passed from a recognized board/university.
2	Experience	One year working experience as Data Entry Operator after having 12th class passed. Should possess a speed of typing 30 WPM (English) in Computer.
3	Age	Not less than 18 years and not more than 35 years
4	Place of Posting	O/o the Director General, Prison, Janakpuri. The power in respect of place of posting vests with O/o the Director General, Prison, Janakpuri
5	Timings	Office timings as per Govt. rules or as directed by Client Department. Possibilities of shift duties are also there.
6	Selection Criteria	For Typing speed 01. 30 w.p.m. to 35 w.p.m. will get 8 marks 02. 36 w.p.m. to 40 w.p.m. will get 10 marks 03. 41 w.p.m. to 45 w.p.m. will get 12 marks 04. 46 w.p.m. & above will get 15 marks For Experience 01. 0 to 1 years of experience will get 1 mark 02. 1 to 2 years of experience will get 2 marks 03. 2 to 3 years of experience will get 3 marks 04. 3 to 4 years of experience will get 4 marks 05. 4 to 5 years of experience will get 5 marks 06. 5 years & above of experience will get 6 marks
7	Fitness	Candidate should be medically & physically fit
8	Wages	Wages will be paid as per Minimum Wages act fixed for Matriculate but not Graduate by the Labour Department of GNCT or as per the rates of the Departmental.
	Documents required	The Candidate has to upload photocopies of the certificates of educational qualification, Photo, ID Proof, Address Proof etc. The Aadhaar Card and PAN Card are mandatory.
9		All the documents should be either self attested or be attested by any gazetted officer.
10	Last date of receipt of application(s)	20-06-17
11	Fee	Rs. 200/- (non refundable) will be charged in Cash or through Indian Postal Order in favour of, Intelligent Communication Systems India Ltd. payable at Delhi, at the time of typing test. Rs.800/- will be charged at the time of handing over the appointment letter.

Note ICSIL reserves the right to extend and/or cancel the Advertisement and/or not to consider the application(s) and/or reject the application(s).

Interested candidates must apply online only. Application(s) sent by post/personally/e-mail will not be accepted.