Details of essential qualification, experience etc. required for different posts on contract basis against the advertisement dated

S.No	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration	Duration (DD/MM/YY)	Essential Qualification	Post qualification Work Experience	Remarks	Punjabi passed in Matric (Yes / No)	Duty in Shifts (Y/N)	Age Limit (years)
1.	Data Entry Operator	1	Ludhiana	Rs.11,270 (pm) *	Six months from the date of appointment	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC/NIEILT 'O'Level	Nil	With typing speed of minimum 20 correct words per minute	Y	N	35 years Max (&&).
2.	DBA	1	Amritsar	Rs 22,613 ## (pm)	Initially for Six months from the date of appointment, likely to be extended based on performance / co-terminus with project.	B.E. / B. Tech (CS / IT) / MCA / M.Sc. (CS/IT) / B Level of NIELIT / DOEACC OR Graduate with 'A' Level of NIELIT / DOEACC OR Graduate with PGDCA	6 months	Database administrator ✓ Knowledge of Oracle ✓ Coordination with Client officials ✓ Handling complaint centre Related Activities ✓ Generation ✓ Technical Issues ✓ Manage a team of operators	Y	N	35 years Max

* Employer's share of EPF, if applicable, is payable extra.

Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration.

&& In case of employees who have contractual/regular work experience with Govt. Organisations/Boards; age limit will be no. of years of experience plus age limit (35 years) subject to maximum of 45 years. This is in reference to the Punjab govt. Personnel Department office order no. 9/56/2020-5PP1/33 dated 12.1.2021

Note : In case, the Data Entry Operator is unable to perform satisfactorily his/her services will be discontinued with immediate effect.