

**NIELIT CHANDIGARH****Details of essential qualification, selection criteria etc. required for posts of Data Entry Operators on contract basis for Data Entry Work at NIELIT Chandigarh office at Ropar and Computer Operators on contract basis for Scanning Work at Patiala & SBS Nagar**

SN	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month (CTC) **	Duration (DD/MM/YY)	Essential Qualification	Job role and responsibilities	Punjabi passed in Matric (Y/N)	Duty in shifts (Y/N)	Age Limit (years)
1	Data Entry Operator	20	NIELIT Chandigarh Centre at Ropar	Rs. 11,000/-	Initially upto 31-12-2021	Minimum class 12 Pass and should be knowing data entry in both English and Punjabi Language	Data Entry work in English & Punjabi, working on six days a week basis	Yes	No	35
2.	Computer Operator	4	2 at Patiala & 2 at SBS Nagar	Rs. 12,000/-	Initially upto 30-09-2021	Minimum Graduate degree from a recognized University with 1 year course in computer / IT from a recognized University / board / institution.	Scanning and checking of input data etc., working on Five days a week basis	Yes	No	35

\*\* Employer's share of EPF as applicable will be paid extra.

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