

National Institute of Electronics and Information and Technology (NIELIT),
CHANDIGARH

Puncom Building, C-134, Industrial Area, Phase-8 (Sector 72), Mohali-160071, Punjab
Phone Nos. 0172 – 2236462, 2236464, Website : chandigarh.nielit.gov.in

Guidelines for applicants for the post of **Data Entry Operator on contract basis**
for deployment with an organization/Society of Punjab Govt.

1. Prescribed separate application form can be downloaded from our website – chandigarh.nielit.gov.in.
2. Separate application form is to be submitted for each post.
3. The applicants are required to submit attested copies of their testimonials including post qualification experience certificates with the application form.
4. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
5. The applicants shall be required to deposit at the time of submitting the Application Form etc., a non-refundable fee of Rs 500/- in cash or in the shape of a bank draft drawn in favour of “**DIRECTOR, NIELIT CHANDIGARH**” payable at Mohali.
6. The Application Form, attested copies of the testimonials and non-refundable registration fee of Rs 500/- can be submitted at the above address on any working day upto 09/06/2015 between 9.30 a.m. to 12.45 p.m. and 2.00 p.m. to 3 p.m.
7. Candidates applying by post/courier must mention the name of the post applied for, on the top of the envelope containing the prescribed application form, bank draft of Rs 500/- and attested copies of the testimonials.
8. The applications received after the due date and time will not be entertained at all.
9. This office would not be responsible for any delay in receipt of the application form etc. sent by post/courier.
10. The list of eligible/ineligible/provisionally eligible applicants will be displayed on the website of the Centre latest by 16/06/2015 by 5 p.m. The provisionally eligible candidates shall have to produce the wanting documents at the time of interview.
11. The candidates will have to qualify a Computer Type Test in English with a minimum speed of 20 correct words per minute to become eligible to appear for the interview, the date for which shall be intimated on the website of the Centre latest by 16/06/2015 by 5 p.m.
12. The Computer Type Test may be held on or after 20/06/2015.
13. No separate call letter will be sent for the written test or interview.
14. No TA/DA shall be paid for appearing in the Computer Type Test/interview.
15. The number of posts and period of contract may vary as per the requirement of the project/user department.

16. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere appearance in the Computer Type test/interview does not mean that the candidate is eligible for selection.
17. If at anytime during scrutiny of the Application Form/documents submitted by the candidate or otherwise, if any document, statement or any other information submitted by the candidate is found to be wrong or incorrect as per the selection/eligibility criteria, this Centre reserves the right to cancel the selection of the candidate.
18. The Gross remuneration(CTC) for this post is as per the details given below:-

Name of the post	Remuneration per month	Basic Pay	HRA	Med. & other allow.	Gross Pay (Rs.)	PF Employee Share (12 %)	PF Employer share (13.61 %)	CTC	Net Amount Payable (Rs.)
-	-	A	B	C	D=A+B+C	E	F	G = D + F	H = D - E
Data Entry Operator	13309	9620	1443	937	12000	1154	1309	13309	10846

19. Eligibility criteria for this post is as under : -

	<u>Minimum Essential Qualification</u>	<u>Job Profile</u>
Data Entry Operator	<p>(A) 10+2 with 60% marks and should have passed "A" level examination conducted by NIELIT (erstwhile DOEACC) Department of Electronics and Information Technology (DeitY), Govt. of India with atleast 55% marks.</p> <p style="text-align: center;">OR</p> <p>(B) 10+2 with 60% marks and 3 years Diploma in Modern Office Practice with 1st Division from a Diploma level institute duly recognised by the State Board of Technical Education.</p> <p style="text-align: center;">OR</p> <p>(C) BCA/B.S.c (CS or IT) or B-Tech (IT) in Ist division.</p> <p>The shortlisted candidates shall be required to qualify a Computer Type Test with a minimum speed of 20 correct words per minute to be eligible for interview.</p> <p><u>Proficiency & Experience:</u> Candidate must have proficiency in data entry work with atleast 6 months experience in Data Entry.</p>	<p><u>For Field offices:</u> To do data entry work and other miscellaneous functions as assigned by the office from time to time.</p> <p><u>For TC Barriers :</u> To recover/collect the Motor Vehicle Tax from the Commercial vehicles registered in other states while entering into Punjab State. They will be required to work shift wise in three shifts for 24 Hours.</p>

20. Location wise detail of posts of Data Entry Operators in field offices are :-

SN.	Location	No. of posts
1	Patiala	2
2	Jalandhar	1
3	Ferozepur	2
4	Bathinda	2
5	Ludhiana	3
6	Jalandhar	6
7	Amritsar	6
8	Patiala	1
9	Sangrur	3
10	Hoshiarpur	3
11	AjitGarh (Mohali)	3
12	Bathinda	4
13	Faridkot	3
14	Ferozepur	3
15	Gurdaspur	2
16	Kapurthala	3
17	Roop Nagar	0
18	Fatehgarh Sahib	2
19	Mansa	2
20	Moga	3
21	Muktsar	2

22	SBS Nagar (Nawanshahr)	3
23	Tarn Taran	3
24	Barnala	3
25	Fazilka	2
26	Pathankot	2
	Total =	69

Location wise posts of Data Entry Operators at Tax Collection Barriers

SN	Name of District	Name of Tax Barrier	No. of posts
1	Pathankot	Madhopur	3
2	Pathankot	Mammon	1
3	Ajitgarh	Kharar	2
4	Ajitgarh	Jharmari	2
5	Ropar	Ghanauli	2
6	Patiala	Shambhu	5
7	Fazilka	Rajpura	2
8	Fazilka	Gumjal	2
9	Sri Muktsar Sahib	Killianwali	1
10	Bathinda	Doomwali	0
11	Sangrur	Moonak	1
		Total =	21

21. These posts are initially upto 31/12/2015.

22. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding this advertisement/type test/interview/selection list
