

Advt. No.: 07/283/2022/NDL/FM

Eligibility Criteria

S. No	Name of Post	Essential Qualification *	Number of Posts #	Experience (after availing essential qualification) as on - 30-06-2022	Consolidated Monthly Salary (Rs.)	Skill Set Required/ Location (probably)
1.	Data Entry Operator	a) Graduation from recognized University b) Should possess typing Speed of not less than 35 wpm in English. c) NIELIT CCC/NIELIT IT O Level / NIELIT MAT O Level/ Min. six months Diploma in Computer Applications from Govt. University or Govt. recognized University/ Institutions	02	3+ years Desirable: a) Experience as DEO in Govt./Semi Govt/Autonomous undertaking of Govt. b) Experience in Government projects and various roles like overall administrative duties Management of files and knowledge of Govt. rules	Rs.25000/- to 30000/-	Delhi

* The qualification of candidates must be from Govt. University or Govt. recognized University/ Institutions.

Note: The number of vacancies are tentative and can vary at any point of time as per office requirement.