

# District Information Technology Society, Faridabad

Advt. No. DEO-1/2010

dated: 06/08/2010

## Vacancy for Eight Data Entry Operators in the society.

### Instruction for Candidate

1. **Application must be sent in prescribed form only which can be downloaded from the website Faridabad.nic.in**
2. The application form should be filled in neatly by the candidates in his/her own handwriting.
3. A recent Passport size photograph duly attested by a Gazetted officer will have to be affixed on the space provided in the application form.
4. Attested copies of supporting documents in respect of qualification and experience should be attached with the application form.
5. Applicant must provide his/her working E-mail address and contact Telephone/mobile number in prescribed column in the application form.
6. A panel of Operators will be also prepared through this process which may be used by any Department / Organization at the district level for similar vacancies. But in any case, it shall not bind upon the District I.T. Society to provide job to the candidates selected for the panel.
7. All assignments (given, if any) will be of purely temporary and on contract basis, initially for the six months only.
8. The numbers of vacancies are tentative.
9. The form should be submitted in the office of DITS Faridabad by last date in working hours only. All candidates may appear for written test on 23-08-2010(Monday). Ineligible candidates will not be allowed for written test.
10. Written test will start from 11.00 AM for Data Entry Operators on 23-08-2010.
11. The scrutinized candidates on the basis of Skill test will have to appear for the Interview. The short listed candidates for Interview will be informed through display board of society or e-mail only.
12. The candidate will not be entitled for any TA/DA for the Skill Test / Interview.
13. The Deputy Commissioner-cum-Chairman, DITS, Faridabad has right to postpone or cancel the test/interview or to reject the selection at any time or any stage without assigning any reason.
14. Preference will be given to local candidates only.
15. **Uncompleted application forms will be rejected.**
16. **Last date for receiving of filled application forms in the office of DITS is 20-08-2010 upto 3.00 PM.**
17. Address of Correspondence :  
Member Selection Committee  
District I.T. Society,  
Room No 510, 5<sup>th</sup> Floor,  
Mini Secretariat, Faridabad – 121007.

### Qualification and Experience

#### **1) Data Entry Operators (Eight) (salary as rules of society)**

(i) 10+2(with 50% marks) & 'O' level/One year Diploma/Course in Programming Asstt./Computer Application/NCVT certificate(with 50% marks)

**OR** Graduate & 'O' level/One year Diploma/Course in Programming Asstt./Computer Application/NCVT certificate(with 50% marks)

**OR** 3 Years Diploma in Computer Applications / IT from SBTE / University or 'A' Level Course from DOE with Minimum 50% marks.

(ii) Data punching speed of 8000 KDPH or 25 WPM in English and Good Working Knowledge of Hindi Typing on computer is essential.



**9. Experience :**

Name of Employer (last three only)	Date of Joining	Date of Leaving	Period Served	Nature of Work handled	Monthly Emoluments

10. Knowledge of Typing: a) English  b) Hindi  c) Both  d) No

**11. Permanent Address:** \_\_\_\_\_

12. List of Enclosures:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_
- (v) \_\_\_\_\_

**Undertaking:**

*I, \_\_\_\_\_ hereby certify that the details given above are true to the best of my knowledge and belief. I have gone through the guidelines and further understand that if any information furnished by me is found to be incorrect, it will entail forfeiture of my candidature.*

Date:  
Place:

Signature of the Applicant