

No.A.12023/10/2010-Admn.I (B)
Government of India
Ministry of Science and Technology
(Department of Science & Technology)

Technology Bhavan,
New Mehrauli Road,
New Delhi-110016

Dated: 18 February, 2011

CIRCULAR

Sub.:- Preparation of panel for Data Entry Operators on contract basis.

Department of Science and Technology proposes to prepare a panel of suitable persons for appointment as Data Entry Operators (DEOs) on **contract basis**. The tentative number of DEOs required, eligibility for appointment and other conditions for appointment are given below:-

(i)	Method of recruitment	On contract basis, initially for a period of six months to one year depending on the requirement and performance of the incumbents.
(ii)	Tentative number of vacancies	35(Thirty five) subject to change depending on actual requirement.
(iii)	Monthly remuneration	Consolidated salary of ₹ 11,000/- per month. No other payment will be admissible.
(iv)	Minimum Educational Qualifications	(i) 12 th Standard Pass or equivalent. (ii) Candidates should possess a speed of not less than 8,000 Key Depressions per hour on Computer for data entry work. (iii) The candidate should be well versed in M.S. Office applications like M.S. Word, M.S. Excel & M.S. Access. <u>Note:</u> Preference will be given to candidates having graduation degree and / or Diploma in Computer Science or Computer Applications from a recognized institute and having experience in computer programming, data entry work in MS Excel and M.S. Access and in IT and web based applications.
(v)	Age Limit	Between 18 and 25 years for general category. Upper age limit is relaxable by 5 years for SC and ST candidates and other special categories as per Govt. orders .
(vi)	Selection procedure	Selection of suitable candidates will be made on merit assessed on the basis of appropriate tests and interview.
(vii)	Other conditions	(i) The selected candidates, on appointment as DEOs, will have to perform, apart from Data entry work, such other office duties as are assigned to them by their controlling Officers. (ii) The selected candidates will not have any right for appointment merely on the ground that their names have been included in the panel. (iii) The selected candidates will not have any right for regular appointment against any post in Government on the basis of the contractual employment, if any, rendered by them.

2. Interested persons may apply in the prescribed format along with attested copies of certificates, to the Under Secretary, Administration I(B), Department of Science and Technology, Room No.1, Hall – E, Technology Bhavan, New Mehrauli Road, New Delhi-110016 **within 45 days from the date of issue of the Circular .**

NOTE:- DST reserves the right to make no panel or, make no appointments from the panel so made in response to this circular.

(N K Gupta)
Under Secretary to the Government of India

To

1. FICCI, DST for uploading the Advertisement on DST website.
2. CSNGEU, DST.
3. Notice Boards

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

Affix Recent
Passport Size
Photograph
(Not more than
three months
old)

Serial Number :
(For office use only)

1 Name in full (in BLOCK LETTERS)

2. Parent's / Spouse Name :

3. (a) Date of Birth : DATE MONTH YEAR

(b) Age on closing date : DAYS MONTHS YEARS

4. Whether belongs to (please tick : SC ST OBC Handicapped
and if yes, attach certificate) !.....! !.....! !.....! !.....!

5. Educational Qualifications :
(In chronological order from matriculation onwards).

SL. NO.	EXAMS PASSED	UNIVERSITY / INSTITUTION / BOARD	YEAR OF PASSING	MAIN SUBJECTS TAKEN	SUBJECT OF SPECIALISATION	DIV. / CLASS & % OF MARKS

6. Employment Record :
(Details in chronological order, starting with the first job)

SL. NO.	NAME & ADDRESS OF EMPLOYER / INSTT.	POST HELD	AD-HOC / REGULAR / TEMP. / PERMNT.	PERIOD		TOTAL PERIOD OF EACH EMPLOYMENT IN YEARS, MONTHS & DAYS	SCALE OF PAY	NATURE OF DUTIES
				FROM	TO			

NOTE : Copies of certificates clearly mentioning the entire experience claimed, including the duration of employment, date, month and year indicating the basic pay / consolidated pay, the nature of duties performed / experience obtained in the posts with durations must be attached. In the absence of such certificate, relevant experience claimed is liable to be ignored.

7. Total experience in years after Essential Qualification : Professional Training

SL. NO.	ORGANISATION	PERIOD		DETAILS OF TRAINING
		FROM	TO	

9. Present Employment Status & remuneration:

10. Nationality :

11. Religion :

12 (i) Address for correspondence (in BLOCK LETTERS) :
 :
 :
 :
 :
 : Pin Code :

(ii) Telephone No./Mobile : (a) Office :
 (b) Residence :

(iii) E-mail address :

13. Permanent Address (in BLOCK LETTERS) :
 :
 :
 : Pin Code :
 Telephone Number :

14. Any other information you may wish to add :

15. Details of Enclosures :

16. DECLARATION :-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place :

Date :

Signature of the candidate