

ANNEXURE – A

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

SN	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month (CTC) **	Duration (DD/MM/YY)	Essential Qualification	Selection Criteria	Job role and responsibilities	Punjabi passed in Matric (Y/N)	Duty in shifts (Y/N)	Age Limit (years)
1	Data Entry Operator	40	NIELIT Chandigarh Centre at Ropar	Rs. 11,000/-	Initially upto 31-12-2020	12 Pass	Typing Speed of 20 correct words per minute. Merit / Selection List will be based on accuracy & typing speed	Data entry work on six days a week basis	No	No	35

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

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