## Details of Qualification & Experience

<table>
<thead>
<tr>
<th>S.No</th>
<th>Position/ Designation</th>
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</table>
| 1    | Data Entry Operator- Grade I | Rs. 16800/- | Degree of a recognized University.  
**Preference** will be given to a candidate having minimum 6-months Certificate course in Computer Hardware/Software from a registered institution  
**AND**  
a minimum typing speed of 30 wpm | At least 3 yrs as Data Entry Operator/Computer Operator/Office Assistant in a Govt./Semi-Govt./Autonomous Organizations/PSUs/ Limited Companies/Firms/ Institutions |
| 2    | Data Entry Operator- Grade II | Rs. 15680/- | Degree of a recognized University.  
**Preference** will be given to a candidate having minimum 6-months Certificate course in Computer Hardware/Software from a registered institution  
**AND**  
a minimum typing speed of 30 wpm | At least 2 yrs as Data Entry Operator/Computer Operator/Office Assistant in a Govt./Semi-Govt./Autonomous Organizations/PSUs/ Limited Companies/Firms/ Institutions |