

## NIELIT Chandigarh

**Details of essential qualification, experience etc. required for the post of Data Entry Operator on contract basis for Data Entry of S.A.S Nagar (Mohali District/Municipal Corporation of NPR Phase-III Project against the advertisement published in the “The Tribune” and “Daily Ajit” dated 10/09/2016**

S N	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month **	Duration (DD/MM/YY)	Essential Qualification	Post qualification work experience	Job role and responsibilities	Duty in shifts (Y/N)	Age Limit (years)
1	Data Entry Operator	30	NIELIT Chandigarh office at Mohali.	Rs. 12250/-	Initially upto 31-12-2016	The Data Entry Operators engaged for data entry should be minimum 10+2 pass and computer literate and should be knowing data entry in both English and Punjabi Language.	Minimum 3 (Three) Months experience in data entry after 10+2.	Data Entry Work in English & Punjabi.	Yes ( Morning / Evening) With six days a week.	35

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