

NIELIT Chandigarh

Details of essential qualification(s), experience etc. required for the contractual post(s) of Data entry Operator

SN	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month **	Duration (DD/MM/YY)	Essential Qualification(s)	Duration and nature of post qualification Work Experience / skills, if required	Punjabi passed in 10th required (Y/N)	Duty in Shifts (Y/N)	Max. Age Limit (years)
1	Data Entry Operator (DEO)	10	Patiala = 4 Jalandhar = 3 Amritsar = 1 Kapurthala = 1 SBS Nagar = 1	Rs 11000/-	31/12/2022, Co-terminus with the project.	Graduate degree from a recognized institution with 1 year course in computer / IT from a recognized board or institution.	Knowledge of Data Entry and English language is mandatory. The candidate should have minimum typing speed of 25 wpm in English.	Y	N ##	37

** Employer's share of EPF, as applicable, shall be paid extra. However, employee share shall be deducted from the above remuneration of Rs 11000/-pm.

In emergent condition or on directions given by Senior Officers, employees have to attend office without delay during holidays or after the working hours

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Details of essential qualification, experience etc. required for different posts on contract basis against the advertisement dated

S.No	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration	Duration (DD/MM /YY)	Essential Qualification	Post qualification Work Experience	Remarks	Punjabi passed in Matric (Yes / No)	Duty in Shifts (Y/N)	Age Limit (years)
1.	Computer Operator	1	SNK Mohali	₹ 12641 (pm) *	6 months from the date of appointment	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC/NIELT O'Level	Nil	Working will be on public help desk 6 days a week.	Y	Y	35 years Max.

* Employer's share of EPF, as applicable, is payable extra.