

**Administration of
Dadra and Nagar Haveli
e-District e-Governance Society
Department of Information Technology
Silvassa**

Date:03/01/2020

ADVERTISEMENT FOR THE POST OF DATA ENTRY OPERATOR

The Department of Information Technology, UT Administration of Dadra And Nagar Haveli invite application from qualified persons for the post of Data Entry Operator as detailed below:

Sr No	Name of the Post and pay scale	No of post	Age	Qualification & Experience
1	Computer/ Data Entry Operator on contract basis, Rs16,400/- per month (Consolidated)	01	18 to 27 Age relaxation is applicable as per rules and regulations of the UT Administration of Dadra and Nagar Haveli	ESSENTIAL: 1. Graduation from recognized institute or state board of Technical Education. 2. Six months of experience in Data Entry. DESIRABLE: 1. Minimum typing speed of 35 w.p.m in English 2. Good Communication skills in Hindi, Gujarati and English.

2. The above post shall be filled up on contractual basis. Initially the contractual period will be for 11 months, which can be extended as per the requirement and performance of the candidate. Preference shall be first given to domicile candidates of UT of Dadra and Nagar Haveli who have submitted the domicile certificate issued by the Mamlatdar (Silvassa/Khanvel). If required numbers of candidate with domicile are not available, the department shall also select candidate without domicile.
3. The applicants may submit their application in given Performa available on <http://dnh.nic.in> and send it attached with relevant documents to **Department of Information Technology, Room No. 207,208, Second Floor, secretariat,**

66 KVA Road, Amli, Silvassa, Dadra and Nagar Haveli- 396230 enclosed in an envelope sup scribed by "Application for the post of "Computer/ Data Entry Operator" by post/by hand on or before 27 January 2020 at 03 :00 PM. It may be noted that these post are purely temporary and shall not be made permanent.

Signature valid
Digitally signed by RAJIV RANJAN
Date: 2020.01.03 11:01:36 IST
Reason: Approved

(Rajiv Ranjan)
Director (IT)/ MS (eDeGS)
Dadra and Nagar Haveli
Silvassa

**APPLICATION FOR THE POST OF
COMPUTER/ DATA ENTRY OPERATOR**

Passport Size
Photograph

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Date of Birth (As per school leaving certificate, please attach proof) :
4. Gender : Male : _____ Female : _____
5. Nationality :
6. Category :
- (please attach certificate issued by :
The Mamlatdar, DNH, Silvassa/Khanvel)
7. Domicile Certificate of DNH : Yes _____ No _____
8. Present address for correspondence :
(In block letter with Pin Code, Tel. No.,
Mobile No./Fax. No.)
9. Permanent Address (Full Address) :

10. Educational Qualification (Please attached proof):

Qualification	Year of passing	Institution	Board/ University	% Marks	Main Subjects
Graduate					
Other					

DECLARATION

I Certify that the above information is correct in best of my knowledge and belief and noting has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable to summary termination without notice/compensation.

Place :

Date :

Signature of candidate

For Office Use Only

The candidate is eligible/ not eligible for appearing in the Walk-in interview.

Acknowledgement No. : _____ Checked