

DELHI COMMISSION FOR WOMEN
GOVERNMENT OF NCT OF DELHI
C BLOCK, 2ND FLOOR, IP ESTATE, NEW DELHI

NOTICE

SUB: REQUIREMENT OF 4 DATA ENTRY OPERATORS ON CONTRACT BASIS.

The Commission desires to appoint 4 Data Entry Operators on contract basis having the following qualification/experience etc.:-

- i) Educational Qualification: Essential
 - a) 12th Standard pass from recognised Board/institution or its equivalent
 - b) Should possess a speed of not less than 8000 keys depression per hour for data entry work.

Desirable: One year recognized certificate course in Data preparation and Computer Software or equivalent from a recognized institution.
- ii) Age Limit 18-27 years.
- iii) Remuneration: As per rules/decision.

2. The applications/resumes along with certificates of educational qualification and other documents should be submitted latest by 10.3.2016. The applications received after the due date will not be considered.

(VIJAY CHANDNA)
DEPUTY SECRETARY