

## Application form

**Affix recent  
Passport size  
Photograph  
duly attested  
by a Gazetted  
Officer**

1. Name of Applicant: \_\_\_\_\_  
(in block letters)
2. Father / Husband's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Sex (Male/Female): \_\_\_\_\_
5. Marital Status: \_\_\_\_\_
6. Qualification :

S.#	Name of Exam	Subject Studied	Board/University	Year of Passing	Percentage of Marks obtained

7. Experience :

Employer	Date of Joining	Date of Leaving	Period Served	Nature of Work handled	Monthly Emoluments

8. . Knowledge of Typing : a) English b) Hindi c) Both d) no

9. **Project Details (If any):** Candidates are advised to use separate sheet for full details of project undertaken by them.

10. Address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_

11. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

12. Phone Number/Mobile: \_\_\_\_\_

13. E-Mail Address: \_\_\_\_\_

14. List of Enclosures:

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

Undertaking:

I, \_\_\_\_\_ here by certify that the details given above are true to the best of my knowledge and belief. I have gone through the guidelines and further understand that if any information furnished by me is found to be incorrect, it will entail forfeiture of my candidature.

**Signature of the Applicant**

**Date:**

**Place:**

### **Instruction for Candidate**

1. The application form should filled in by the candidates in his / her/ own handwriting.
2. A recent Passport size photograph duly attested by any Gazetted officer will have to be affixed on the space provided in the application form.
3. Attested copies of supporting documents in respect of qualification and experience should be attached with the application form.
4. All assignments (given, if any) will be of purely temporary and on contract basis.
5. The job of Data Entry Operator is purely temporarily & on contractual basis and same may be terminated by competent authority without assigning any reason.
6. The form should be submitted in the office of District Informatics officer, Room No 305, 3<sup>rd</sup> Floor, Mini Secretariat, Hisar. Last date of submission of complete Application form is 10/11/2009 (Tuesday) 05:00 PM.
7. Test/interview for shortlisted candidates will be held on 11/11/2009 (Wednesday) at 11:00 AM in the office of District Informatics officer, Room No 305, 3<sup>rd</sup> Floor, Mini Secretariat, Hisar.
8. Wages for Data Entry Operators will be Rs. 6110/- Per Month fixed as per DC rate for the current year.
9. The candidate will not be entitled for any TA/DA for the Skill Test / Interview.
10. The competent authority has right to postpone or cancel the test/interview or to reject the selection at any time without assigning any reason.
11. The qualification should be from government recognized university/institution only. No qualification certificate issued by any private institution or colleges would be entertained.
12. **Uncompleted application form will be rejected.**

### **Qualification and Experience:**

1. 10+2 (with 50% marks) and one year course in Computer Application/NCVT Certificate (with 50% marks)  
or  
  
graduate & one year diploma in Computer Application/NCVT certificate (with 50% marks)  
or  
  
three years diploma in Modern Office Practice/Office Management & Computer Application/Computer Engineering/Electronics & Comm. Engg. with 50% marks from Government recognized Institute/University only.
2. Data punching speed of 26.27 words per minute is desirable.
3. Three year experience in data punching is desirable