

WS / 5-11 (2) / CE / 2010 /54  
ANDAMAN AND NICOBAR ADMINISTRATION  
OFFICE OF THE CHIEF ENGINEER  
ANDAMAN PUBLIC WORKS DEPARTMENT  
NIRMAN BHAWAN

Port Blair, dated the 24-07-2010

NOTICE

Applications are invited from suitable candidates for the post of Data Entry Operator on Contractual Basis in the office of Project Director, NRDWP, CE's Office Complex. The Qualification and other details mentioned below: -

Sl. No.	Name of the Post	Educational Qualification	Consolidate pay per month	No. of Post
		Essential Qualification		
1.	Data Entry Operator	1) XII <sup>th</sup> Pass 2) One year Diploma course in computer application from a recognized institute. 3) Should have good knowledge of office application such as MS Word, Excel, Power Point, Access and other data base application such as oracle / RDBMS. 4) Data Entry speed of 8000 keys depressions.	8000/-	1
		Desirable Qualification		
		At least 1 year experience in the relevant field.		
		Added Qualification		
		Knowledge of Short Hand.		

The application alongwith Xerox copy of certification may be submitted in the Office of "Project Director, NRDWP, Work Section, CE's Office, APWD, Port Blair" on or before 20/08/2010. The skill test will be conducted by NIC. The date of skill test will be intimated in due course.

Project Director,  
NRDWP