

## **EMPLOYMENT NOTICE**

Applications are invited for the post of Data Entry Operator on daily rated basis for the period of 6 months for the office of the District & Sessions Judge, A&N Islands, Port Blair.

Designation	No. of Post	Age	Educational and other Qualifications
Data Entry Operator	03	Not exceeding 32 years	1. XII Passed. 2. Diploma/Certificate in Computer application from a recognized Institute. 3. Data Entry speed of minimum 6000 KDPH. 4. Knowledge of office application

Applications in closed envelopes superscribed with “APPLICATION FOR THE POST OF DATA ENTRY OPERATOR” in the proforma appended hereto addressed to the District & Sessions Judge, Andaman & Nicobar Islands, Port Blair shall reach the office of the undersigned on or before 10/02/2012 at 4.00 PM. Copies of certificates in support of the qualifications, experience, date of birth, personal details etc. and attested copy of any photo identity card (Voters’ Identity Card, Local Certificate, Driving License) issued by the Government shall be annexed with the application.

### **SELECTION PROCEDURE :-**

Trade Test will be conducted on 18/02/2012 from 1.30 PM at Dr. B.R. Ambedkar Institute of Technology, Pahargaon to determine the data entry speed and accuracy. Admission to the Trade Test will be done after scrutiny of applications and enclosed documents to ensure that the application meets the eligibility criteria.

### **GENERAL INFORMATION:-**

1. While applying, the applicant should ensure that he/she fulfills the eligibility and other norms and that the particulars furnished by him/her are correct in all respect.
2. No individual call letters will be issued to the applicants for appearing for the trade test and interview.
3. The applicant shall carry with him/her the original photo identity card (Voters’ Identity Card, Local Certificate, Driving Licence) issued by the Government at the time of trade test.
4. The applications must be submitted in plain paper and signed in the format given below.

Sd/-  
District & Sessions Judge  
Andaman & Nicobar Islands

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

1. Name of the Applicant :
2. Father's Name :
3. Date of Birth :
4. Domicile :
5. Present Contact address :
6. Permanent Address :
7. Contact Phone No. :
8. Employment Exchange Regn.No. :
9. Educational Qualification (High School onwards, list your all qualification):-

I hereby declare that the information furnished above are true, complete and correct to my knowledge and belief. I understand that in the event of any of the information given above is incorrect or false, my candidature will be cancelled without any notice and my employment will be terminated without assigning any reason whatsoever besides any other legal action.

(Signature of the applicant with date)