



EdCIL (India) Limited
(A Government of India Enterprise)

Ed.CIL House, 18A, Sector-16A, NOIDA-201301(UP)

Tel: 0120 – 2512001/6, Fax: 0120 – 2512007

Advertisement No. 04/2013

EdCIL requires **Data Entry Operator proficient in Hindi Typing /Stenography** on contractual basis for one of its project for Government of India Organization located in Delhi.

S.No	Name of the posts & Consolidated Remuneration	Educational Qualification	Experience
1	Data Entry Operator/Stenographer (Hindi) Rs. 12,100/- per month Post : 05 Nos	Degree or equivalent from a recognized university Certificate in Computer Operation and Hindi Typing	1-2 years experience as Data Entry Operator/Stenographer Knowledge in handling computer applications possessing speed of 8000 key depressions per hour on the EDP/Computer

General information

1. Write on top of envelope “**Application for the post of Data Entry Operator (Hindi Typist)/Stenographer.**”
2. Candidate must enclose attested copies of education qualification, experience and salary certificate with the applications.
3. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
4. Candidates working in Government organization/ PSE must route their application through proper channel, if there department rule requires.
5. Candidate should be not above 40 years as on 01.04.2013. Upper age limit indicated above is relax-able upto 5 years for SC/ST and 3 years for OBC candidates.
6. Physically handicapped candidates with disability not less than 40% shall be eligible for age relaxation by 5 years.

7. Only Indian Nationals are eligible for applying.
8. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
9. Short listed candidates for the post of Data Entry Operator/Stenographer (Hindi) will be put to skill test followed by interview.
10. Applications received only through ordinary post will be entertained. Applications received through E-mail, FAX, By Hand will not be accepted under any circumstances.
11. Applications which are incomplete, unsigned will be rejected summarily.
12. Application in the following format along with attested copies of testimonials in respect of age, caste, education and experience etc and two latest photographs should reach Project Manager (PRU), EdCIL (India) Limited, Plot No. 18A, Sector-16A,, Noida (UP)-201301 latest by **18.04.2013**
13. Application received after due date will out rightly be rejected.

APPLICATION FORMAT

Advertisement No.

For Office use only

Paste latest
passport
size colour
photograph

1. Application for the post of _____
2. Name Mr/Ms/Mrs. _____
3. Father's/ Husband's Name _____
4. Date of Birth _____
5. Age as on 1. 04.2013 _____
6. Mobile Number _____
7. Nationality _____
8. Address _____
9. Category
(SC/ ST/ OBC/ PH/ Gen) _____
10. Qualification (from 10th onwards)

S.No.	Exam passed	Board/ University	% of marks	Year of passing

11. Computer Knowledge
(Mention typing speed/ MS Office) _____
12. Present salary per month _____

13 Experience Year Month

S.No.	Position	Name of organisation	Nature of duties	Total period	
				From	To

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. If any of my statement is found false at any time appointment may be cancelled and legal action may be taken.

Place:

Date:

(Signature of candidate)