



EdCIL (India) Limited

(A Government of India Enterprise)

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

Tel: 0120 – 2512001/ 6, Fax: 0120 – 2515372

EdCIL requires Data Entry Operator, Helper & Safai Karamchari on contractual basis for one of its project having its Regional Offices/Camp Offices (place of posting) at Bengaluru, Chennai, Thiruvanthpuram and Guwahati The posts are as under:-

Sl. No	Name of the post	Educational Qualification	Experience	Age Limit
1.	Data Entry Operator	Degree or equivalent from a Recognized University Certificate / Diploma course in Computer applications from a recognized institute or equivalent	1-2 years experience as Data Entry Operator Knowledge in handling computer applications possessing speed of 8000 key depressions per hour on the EDP/ Computer	Not above 50 years as on 1.3.2013
3	Helper	8 th Standard pass or equivalent from a recognized school	1-2 years experience in the relevant field	Not above 50 years as on 1.3.2013
4.	Safai Karamchari	He/She must have 01-02 year experience in the relevant field		Not above 50 years as on 1.3.2013

General information

1. Write on top of envelope “**Application for the post of** in **Block Letters**.
2. **The candidates who have already applied against the earlier advertisement published in the month of August, 2012 need not apply again.**
3. The candidates are required to submit the relevant educational and experience certificate along-with the application.
4. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.

5. Upper age limit indicated above is relaxable 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. Application received after due date will out rightly be rejected.
9. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
10. For the post of Data Entry Operator, shortlisted candidates will be put to skill test followed by interview.
11. Applications which are incomplete, unsigned and received after due date will be rejected summarily.
12. Application in the following format along with attested copies of documents in respect of educational qualification, experience, caste, date of birth, salary etc. and two photographs should reach Project Manager (PRU), EdCIL (India) Limited, Plot No. 18A, Sector-16A, Noida (U.P.) - 201301 latest by **25.03.2013.**

Name of Posts in different Locations

SI No.	Location	Name of Post
1	Chennai	Data Entry Operator
		Helper
		Safai Karamchari
2	Bengaluru	Data Entry Operator
		Helper
		Safai Karamchari
3	Thiruvananthapuram	Data Entry Operator
		Helper
		Safai Karamchari
4	Guwahati	Data Entry Operator
		Helper
		Safai Karamchari

APPLICATION FORMAT

Paste latest
passport size
colour
photograph

1. Application for the post _____
2. Name of Region
(for which applied) _____
3. Name _____
4. Father's/ Husband's Name _____
5. Date of Birth _____
6. Age as on 1.3.2013 _____
7. Telephone no./ Email _____
8. Nationality _____
9. Address _____
10. Category
(SC/ ST/ OBC/ PH/ Gen) _____

11. Qualification:

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

12. Computer Knowledge
(Mention typing speed/ MS Office) _____

13. Present salary drawn per month _____

14. Experience: Years..... Month.....

S.No	Position	Name organisation	of Nature duties	of 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)