



HARTRON INFORMATICS LIMITED
(A wholly owned subsidiary of HARTRON)
Hartron Bhawan, Bays No. 73-76,
Sector-2, Panchkula, Phone: 0172-2563076

INVITING IT PROFESSIONALS

We are looking for self motivated, confident dedicated and committed computer professionals for empanelment to be deputed on job work basis in various State Government Departments/ Boards/ Corporations for deployment at District level in Haryana.



Data Entry Operator
(Job work fee
Rs. 10,000/-PM)

i) 10+2 (with 50% marks) & 'O' Level/one year Diploma/ Course in Programming Asstt. / Comp. Application/NCVT Certificate (with 50% marks) Or Graduate & 'O' Level/one year Diploma/Course in Programming Asstt. / Comp. Application/NCVT Certificate (with 50% marks) Or Three Years diploma in Modern Office Practices/Office Management & Computer Applications/ Comp. Engg./ Electronics & Comm. Engg./BCA (with 50% marks) Or Two years diploma in Office Management & Computer Applications (with 50% marks) Or Post Matric one year ITI Course/NCVT in stenography (with 60% Marks) and ii) Data Punching speed of 8000 key depressions per hour or 133 key depression per minute.

Last Date for Submission of Forms
14.10.2013

Computer Professionals interested in taking up job-work assignment for above mentioned categories at District level in Haryana may collect and submit forms at IDDC, Staff Road, Ambala Cantt. , Hartron Approved Workstations at Narnaul & Faridabad and Hartron Bhawan, Panchkula at the addresses mentioned below on payment of Rs. 100/-. The eligible candidates fulfilling the above qualifications may visit **along with original certificates** for computerized test at 9.30 A.M. as per their option for test as per schedule given below: -

Date of Test	Place	Venue
08.11.2013	Narnaul	Hartron Approved Workstation, GICE Computer Education, Ravidas Mandir Marg, Narnaul-123001, Phone: 01282-252667
09.11.2013	Faridabad	Hartron Approved Workstation, SCO-27, 2 nd Floor, Sector-11, D-Block, Opp. Aggarwal Sewa Sadan, Faridabad, Phones: 0129-4002494 & 4102495
12.11.2013	Panchkula	Hartron Bhawan, Bays No. 73-76, Sector-2, Panchkula. Phone: 0172-2563076

The forms can also be down-loaded from our Website www.hartron.org and be forwarded on the above places alongwith Demand Draft of Rs.100/- in favour of Hartron Informatics Limited payable at Chandigarh. The duly completed form (**enclosing relevant certificates in proof of qualifications**) **alongwith two recent passport size photographs** should reach upto **14.10.2013. The incomplete form will not be considered. The Candidates should bring original photo identity card at the time of test.**

A Candidate is allowed to submit only one application form.

The candidates are advised to visit the website of the Corporation i.e. www.hartron.org for further details & latest updates. No communication will be sent to individuals.