

Government of Tripura
Office of the Dy. Director of Agriculture
Dhalai District, Jawaharnagar

No.F.5 (9)-Agri (S)/DDA/DHL/EARAS/2016-17/

Dated: Jnr. 23 Nov. 2016

SHORT NOTICE FOR ENGAGEMENT OF DATA ENTRY OPERATOR

In accordance with the approval of the Govt. vide Memo No. F. 3 (15) Agri / Extn / ER / 2016-17 / 1419-76, Dated 04/11/2016, Data Entry Operator shall be engaged through out-sourcing purely on temporary basis for six months only as per necessity from the eligible, qualified and competent unemployed local youths in the Office of the Undersigned.

Interested candidates are requested to attend the same along with all relevant documents (in Original and one Xerox self attested copy) and experience certificates on 08/12/2016 at the Office of the Undersigned from 11-30 AM sharp.

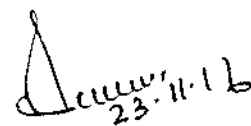
Total number of vacancy is 6 with monthly contractual deployment will be @ Rs. 7000/- (Seven thousand only) per month or Rs. 350/- (Three Hundred fifty only) per day.

Requisite qualification :-

1. Graduate with Diploma in Computer Application or an equivalent qualification from a recognized Institution.
2. Good knowledge of computers (Data processing, Office automation, E Mail).
3. Operation of large & Small scale electronic data processing systems.
4. Quick and accurate data entry operations in English and language of the state, full command over Office automation packages such as MS Office / Open Office, should be able to handle basic hardware issues (Including Operating system, Antivirus, PDF etc.) relating to PCs, Printers and switches.
5. Nationality & PRTC certificate.

Requisite experience :-

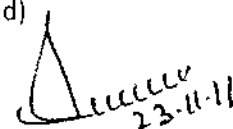
1. At least One Year of experience is necessary.


23.11.16

(Darpan Kumar Biswas)
Dy. Director of Agriculture
Dhalai District, Jawaharnagar

Copy to :-

1. The Director, ICA, Agartala for favour of kind information with the request to arrange publication of the same in the local daily for wide circulation. (7 Copies enclosed)
2. The Director of Agriculture, Govt. of Tripura for favour of kind information.


23.11.16

(Darpan Kumar Biswas)
Dy. Director of Agriculture
Dhalai District, Jawaharnagar