

National Productivity Council

(DPIIT, Ministry of Commerce & Industry, Govt. of India)

HIRING OF DATA ENTRY OPERATOR ON CONTRACT BASIS

Essential Qualification:

Graduate with Diploma in computer

Preferable Experience:

Preferable Experience of working in data entry or related work

Skill required:

Good Knowledge of MS word, excel & pdf.

Good analytical, communication, reading and writing skills

Sincere and commitment to work

SALARY:

- Monthly consolidated remuneration shall be paid in the range of Rs. 15,000/- to Rs. 16,000/- based on the qualification, experience and interview's performance.

METHOD OF SELECTION:

Candidates will be called for interview based on their Qualifications and Experience for final selection. The candidate shall be offered data entry engagement purely on contractual basis. Please note that no TA/DA will be provided for attending the Interview.

NATURE OF ENGAGEMENT:

The candidate shall be engaged on contractual basis on project to project basis. The engagement shall be purely on contract basis and can also be terminated anytime with a prior notice of 2 days without assigning any reasons thereof.

HOW TO APPLY:

Interested candidates may send their Bio-Data along with name of post they are applying for on email ids: ashutosh.makup@npcindia.gov.in, mukesh.prakash@npcindia.gov.in and sk.dwivedi@npcindia.gov.in from 06th March to 09th March 2020. Bio-data received after 09th March 2020, will not be considered for interview.

Candidates are required to e-mail the following details:

- a. Bio-Data (scanned copy)
- b. Qualification Certificates (scanned copy)
- c. Experience Certificates (scanned copy)

Tentative date of Interview will be on 09th March 2020 and on 11th March 2020.

Candidates will be informed about their date and time of interview through email.

Candidates will be required to bring their original certificates along with a copy of the same.

Venue of interview will be at the premises of National Productivity Council, 5-6 Institutional Area, Lodi Road, New Delhi – 110003.

NOTE: The council reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either NPC or the client organization.