

**Advertisement NO. DITS/JND/2008/1 dated 4.3.2008**

for

**Empanelment of Data Entry Operators**

*District Administration is in the process of preparing a panel of Data Entry Operators to be drawn as per requirement of various departments. Interested candidates with following qualification and experience may submit their resume in the office of Secretary, DITS C/o NIC District Centre, Mini Secretariat (Old Building), Jind by 20.3.2008, from where the application form and other details can also be had. The application form and details can also be downloaded from <http://haryana.gov.in>*

**Qualification & Experience :**

- i. *10+2 (with 50% marks) and one years course in comp. Application/NCVT Certificate (with 50% marks) or graduate one Year course in Comp. Application/NCVT Certificate (with 50% marks) Or 3 Years diploma in Modern Office Practices/Office Management & Computer Applications/ Comp. Engg./ Electronics & Comm. Engg. with 50%.*
- ii. *Data Punching speed of 26.67 words per Minute.*

*Deputy Commissioner-cum-  
Chairman District IT Society,  
Jind.*