

The criterion for Preparation of Merit List is given below:

Sr. No.	Item	Description	Maximum Point
1.	<p>10+2 (with 50% marks) and one years course in comp. Application / NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Graduate with one Year course in Comp. Application / NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>3 Years diploma in Modern Office Practices/Office Management & Computer Applications/ Comp. Engg./ Electronics & Comm. Engg. with 50% marks.</p>	<p>Half (1/2) Point to be allotted for each Percent of Mark calculated upto decimal places of Marks (Starting with Zero for 50%). Max 12.5 Points for 75% or above Marks in both cases i.e., Academic and Technical Qualification.</p> <p>Or</p> <p>Half (1/2) Point to be allotted for each Percent of Mark calculated upto decimal places of Marks (Starting with Zero for 50%). Max 12.5 Points for 75% or above Marks in both cases i.e., Academic and Technical Qualification</p> <p>Or</p> <p>In case of a candidate having 3 Year Diploma in Computers then One Point to be allotted for each Percent of Mark calculated upto decimal places of Marks Starting with Zero for 50% and Max 25 points for 75% or above Marks.</p>	<p>25 Points (12.5 on 10+2 basis and 12.5 on 1 Year Diploma basis)</p> <p>Or</p> <p>25 Points (12.5 on Graduation basis and 12.5 on 1 Year Diploma basis)</p> <p>Or</p> <p>25 Points on Diploma basis in case a candidate having 3 Year Diploma in Computer.</p>
2	Experience in Data Punching only	2 Points for each Year of experience To be reckoned for a maximum of 5 Years – Maximum 10 Points.	10 Points
3	Computer Skill Test (Written & Practical)	On the basis of the points attained on Sr No 1 and 2 above, the 250 candidates with the highest number of points shall be called for skill test.	45 Points
4	Additional Proficiency (Supported by documents and additional skill test in any one or two of the above)	Candidates possessing proven skills in GIST Hindi, Accounting (Tally), Stenography (Hindi or English), web page designing (HTML/ FrontPage/ Publisher, Flash) etc.	20 Points
TOTAL POINTS			100 Points
<p>If separate panel for additional proficiency need to be prepared (at sr. no. 4 above) the general panel of data entry operators will be formed on the basis of 80 points only.</p>			