



Directorate of Information Technology & Support System
UNIVERSITY OF KASHMIR

(NAAC ACCREDITED GRADE "A")
Hazratbal, Srinagar-190006, J&K, India

Advertisement Notice

Application forms, which can be downloaded from the University website www.kashmiruniversity.net under 'Job' section, are invited from the eligible candidates for engagement as Data Entry Operator on contractual basis in the Directorate of IT & SS. The contractual engagement shall be subject to the availability of funds or till the period such services are required in the Directorate, whichever is earlier. The application forms duly filled-in should reach office of the Directorate alongwith qualification certificates and other necessary testimonials by or before July 15, 2017. Incomplete application forms shall be outrightly rejected with no intimation to an applicant.

Eligibility criteria

Graduate with a minimum of six months course in computers from Govt. recognized Institution **Or**

10+2 with one year Diploma in Computer Applications from a Govt. recognized institute and having minimum of two years of working experience as Data Entry Operator/Computer Operator or equivalent in a Govt. institution.

Selection procedure:

Short-listing of candidates shall be based on the objective-type test, provided the number of eligible candidates exceeds the prescribed limit. Selection for contractual engagement shall be based on the academic merit, type test on computer key board and performance in interview.

Director

No:F(Engagement-DEO)ITSS/17
Dated: July 3rd, 2017

Copy to the Public Relations Officer for publication of the Advt. Notice in two dailies.



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ADDENDUM

The monthly wages for the contractual Data Entry Operator in the Directorate of IT & SS, advertised vide notice no. F(Engagement-DEO)ITSS/17 dated: July 3rd, 2017 shall be Rs. 6000/- per month.

Also, the applicants should be within the age limit as prescribed under norms.

sd/-
Director

No. F(Engagement-DEO)ITSS/17
Dated: July 5, 2017

UNIVERSITY OF KASHMIR

Roll Number:
(to be filled in by office)

**Application form for engagement
on contractual basis as :**

Advt. Notice No. _____

Dated : _____

Affix passport size
photograph

1. Name in full (capital letters): _____

2. Father's Name in full (capital letters): _____

3. Present address for correspondence: _____

4. Permanent address : _____

5. e-mail Id : _____

6. Tele No./Mob.No: _____

7. Date of Birth (Based on Matric/Hr.Sec. school certificate): _____

8. Academic Qualification

S.No.	Exam.passed	Year of passing	Max. marks	Marks obtd.	Divn. with %age of marks	University	Board	Subjects

9. Appointment/s held, if any _____
With monthly emoluments : _____

10. Copies of documents to be attached(self-attested):

- i) DOB (ii) all marks certificates/qualification certificates
(iii) Experience Certificate claimed by the candidate (iv) State Subject

Declaration:

I hereby declare that the entries made here-in columns are true to the best of my knowledge and belief, In the event of any information found false, incomplete and incorrect, the University shall be at liberty to cancel of my candidature/engagement and I shall be liable for penal action as warranted under rules.

Signature of candidate: _____