



CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION

(Council of Scientific & Industrial Research)

SECTOR 30-C, CHANDIGARH - 160 030

ENGAGEMENT OF DATA ENTRY OPERATORS

Advertisement No. 4/2011

Date of Typing Test : 15th May 2011

Date of Interview : 25th May 2011

This advertisement is also available on our website www.csio.res.in

Applications are invited to engage 10 Nos. of Data Entry Operators purely on temporary and contract basis initially for a period of 1 year which is extendable further on requirement basis, under Project entitled "**Building Electronic Knowledge Based Effective Work Places**" at CSIO. The number may vary depending upon the requirement of the Institute. Application may be submitted by hand on the day of Typing Test i.e. on **15.05.2011** at 9:00 A.M. Qualifications, experience, remuneration and age limit for engagement of Contractual Data Entry Operators are as under :-

Name/ Nos. of positions	Educational Qualification	Desirable	Consolidated remuneration	Age Limit
Data Entry Operator (10 Nos)	Graduate in Computer Science or Graduate with 2 years Diploma in Computer Science with knowledge of Computer Applications/Office Automation and Typing skills (40 w.p.m.) in English.	One year experience in working in Human Resource Management Automation Solutions.	Rs. 14,000/- P.M.	28 years*

***Age relaxation for SC/ST/OBC candidates as per Govt. of India instructions.**

Director, CSIO can relax the typing speed in case sufficient number of candidates fail to qualify typing skills with 40 w.p.m.

This engagement is purely temporary on Contract basis for a period of 1 year which is extendable further on requirement basis. Contract may be terminated at any time by giving one month notice by either side. The applicants will have no claim implicit or explicit for consideration against any CSIO/CSIR post.

Reservation :- As regards reservation, if all things are equal, SC/ST/OBC candidates may be given preference over General candidates so as to ensure their representation.

Mode of Selection :- (1) The typing test will start on computer at 9:30 a.m. sharp on **15.05.2011** in the Indo-Swiss Training Centre Building, CSIO, Sector 30-C, Chandigarh. Only typing test qualified candidates at the speed of 40 w.p.m. in English will be interviewed on **25.05.2011** at 10.00 a.m. at Committee Room, Administrative Block, CSIO, Sector 30-C, Chandigarh - 160 030. Name of candidates qualifying typing test and eligible for interview/shortlisting will be displayed on CSIO website **www.csio.res.in** on **20.05.2011**.

(2) In case large number of candidates qualify typing test, the candidates will be shortlisted for interview through a written test / or group discussion by a duly constituted Screening / Selection Committee on 25.05.2011. Only the shortlisted candidates shall be interviewed by the Selection Committee.

Eligible candidates may appear with duly filled-in Application Form downloaded from our website **www.csio.res.in** for typing test on **15.05.2011 at 09.30 a.m.** (candidate will not be entertained after 10.00 a.m. under any circumstances) alongwith latest two passport size photographs, original certificates / testimonials in support of date of birth, qualification / experience etc. and a set of attested copies of all certificates in the proper format issued by the appropriate authority as per the latest instructions issued from time to time on the subject. The original certificates are also to be produced for verification at the time of interview.

The decision of the Director, CSIO shall be final for engagement of the Date Entry Operators in CSIO.

No T.A./D.A. will be paid to the candidates for appearing in the Interview/Typing Test.

Administrative Officer