



CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)
सी एस आई आर-उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
JORHAT / जोरहाट 785 006, ASSAM /आसाम



Advt. No. 2/2016-REC

WALK-IN-INTERVIEW FOR SELECTION OF DATA ENTRY OPERATORS

CSIR North-East Institute of Science & Technology, Jorhat proposes to empanel candidates for engagement as Data Entry Operators purely on temporary basis for a period of at least six months which may be extendable up to two years for working in NET and SQL environment. They will be engaged as and when required initially for creating master tables of the legacy data pertaining to HR (Service Books), PIR (Stores), Stores opening Stock, Vendor list (Purchase), Stores Master, Material Master, FVC, Indent Processing, Project Data (PME&BD), OB entries (Finance), Bills through ERP, Building profile (Civil data) etc. and any such other assignments.

Qualifications, Experience, Remuneration and Age limit for engagement of Data Entry Operator are as under:

Position and Remuneration	Essential Qualifications	Desirable	Maximum age as on 26.08.2016.
Data Entry Operator Rs. 12,000/- Consolidated p.m.	B.Sc. in Computer Science/IT or BCA Or Diploma in Computer Engineering / Technology of three years duration recognized by AICTE.	One year working experience in Human Resource Management/ Office Automation.	28 years (Age relaxation for SC/ST/OBC/Women candidates as per Govt. of India instructions)

The applicants will have no claim implicit or explicit for consideration against any CSIR post or for regularization. The appointment when offered may be terminated anytime by giving one month's notice by either side.

Reservation: SC/ST/OBC candidates may be given preference over General candidates so as to ensure proper representation.

Mode of selection: In case of large number of candidates turn up, the candidates will be shortlisted for interview through a written test and/or group discussion by duly constituted Screening Committee, if required. In such case, only the shortlisted candidates shall be interviewed by the Selection Committee.

The Interview will be held 26.08.2016 from 9.30 A.M. onwards at CSIR-NEIST, Jorhat.

Eligible candidates may report for Walk-in Interview on 26.08.2016 between 8.30 A.M. to 10.00 A.M. (Candidates will not be entertained after 10.00 A.M. under any circumstances). The candidates should bring with them their latest passport size photographs, original and self-attested copies of all certificates.

The Advertisement and Registration Form is available in the NEIST website: www.neist.res.in.

No TA/DA will be paid to the candidates for appearing in the interview.

प्रशासी अधिकारी **Administrative Officer**