

**Information Technology Department
Ground Floor, NIC Building, Secretariat Hills
Shillong, Meghalaya**

Adv. No. ITR.5/2014/02

Dated Shillong, the 17th January, 2014

WALK IN INTERVIEW

A Walk In Interview is being conducted for the post of Data Entry Operators on a purely contractual basis for a period of 2 months from 1-Feb-2014 till 31-Mar-2014 as per criteria mentioned below:

Sl. No.	Name of Post	No. of Vacancies	Eligibility Criteria	Remuneration
01	Data Entry Operators	7 (Seven)	<ol style="list-style-type: none">1. Educational Qualification: The candidate should be either<ul style="list-style-type: none">• A Graduate in any discipline from a recognized Indian University with certificate course/ diploma in Computer Application/ Data Entry or related subjects.Or• 10+2 passed with minimum of 50% marks in aggregate in any stream from a recognized board with a full time diploma in Computer Application from a recognized institution.2. Candidates with good knowledge of English both verbal and written.	Fixed pay of Rs 10,000/- per month

Eligible candidates are invited to appear for the walk-in interview on **27-Jan-2014 at 10:30 a.m.** at the venue mentioned below:

Information Technology Department, NIC Building, Ground Floor, Secretariat Hills, Shillong 793001

Candidates are required to bring ALL relevant Certificates, Mark-sheets and documents in **ORIGINAL**, along-with **2** sets of photo-copies of all documents, and **2** recent colour passport size photographs.

The selection process will consist of a personal interview followed by a practical test on computers. Only candidates qualified in the eligibility criteria after screening of documents shall be allowed to appear for the interview.

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Commissioner & Secretary
Information Technology Department
Government of Meghalaya