



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: CHIRANG KAJALGAON

Walk in Interview

In pursuance with the letter No. 232694 Dtd.18/06/2024 received from the Principal Secretary to the Govt. of Assam , Election Department , Janata Bhawan, Dispur, Guwahati-6 and consequent upon resignation of Shri Sudarshan Ray and in view of the data entry related works in Election Branch, the interested and eligible candidates are hereby called for appearing for a **Walk In Interview** for 01 (one) post of **Data Entry Operator** at Election Office, Chirang on contract basis to be held on 13th Sept,2024 from 10.00 AM onwards at the Office of the District Commissioner, Chirang, Kajalgaon. The candidates must bring all original documents relating to qualification, age, caste, residence, bio data, photograph etc along with one set of self attested copies and register their names between 9.30 AM to 11.00 AM on the day of interview. The candidates have to convert the CGPA/SGPA etc. or other grade point mentioned in their original mark sheet into equivalent percentage in the bio data. No TA/ DA shall be given to the candidates for appearing in the interview. Candidates are hereby advised to properly go through the Terms of Reference (TOR) for the post of **Data Entry Operator** for Election Office, Chirang as per **Annexure-A** before appearing the interview.

District Commissioner cum DEO,
Chirang

Memo No. No. CHR-ELE-22/2023/12 Dated Kajalgaon the 7th Sept,2024.
Copy to:

- 1 The Chief Electoral Officer, Assam , Dispur Guwahati-06 for favour of kind information.
- 2 The Election Officer, Chirang for kind information and necessary arrangement for the Walk in Interview on the aforementioned day.
- 3 The DIPRO, Chirang. He is requested to publish the advertisement at-least 2 (two) in local daily news papers.
- 4 The District Employment Officer, Chirang with a request to put the advertisement on the office notice board.
- 5 The DIO, Chirang. He is requested to upload the advertisement along with the Terms of Reference (ToR) in the District Website.
- 6 Notice Board, DC's Office, Chirang.

District Commissioner cum DEO,
Chirang



Terms of Reference:

1. **Eligible Age:** The candidates must not less than 18 years of age and more than 38 years of age on 01/01/2024 and upper age limit is relaxable by 5 years in the case of SC/ST candidates as laid down by the Government from time to time.
2. **Educational Qualification:** Graduate in any stream with minimum 60% marks in aggregate with an UGC/AICTE approved/recognized Diploma in Computer Science / Applications/'O' level or equivalent certificate from NIELIT or Diploma holders from polytechnic with minimum 60% marks in aggregate or equivalent grade from an UGC/AICTE approved/recognized institution in Computer Science/Computer Engineering/ Electronics/ Telecommunications Engineering / Information Technology.
3. **Desirable Conditions:** Candidate must have the typing speed of not less than 8000 key depressions per hour. A Certificate of typing / skill test is needed as per rule.
4. **Other Preferences:** Typing knowledge in language like Assamese/Bengali/Devnagari would be preferable.
5. **Experience:** Minimum 2 years of experience in Data Entry Operator is needed.
6. The engagement is purely on temporary basis for a period of 11(Eleven) months and does not refer any right on Data Entry Operator to demand for a permanent post.
7. They will be paid an amount of Rs. 14880.99 per month for 11 months (as the case may be).
8. The remuneration of Data Entry Operator for 11 months will be paid from the detailed and sub detailed HoA "2015-00-102-0144-000-02-01-BN-99.
9. The engagement may be renewed by authority on satisfactory performance of Data Entry Operator.
10. The engagement shall be discontinued immediately in case of any lapse/misconduct/indiscipline/data leakage/breach of trust etc. committed on the part of the operator.



District Commissioner cum DEO
Chirang

