

National Institute of Social Defence
(Ministry of Social Justice & Empowerment, Government of India)
West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi

The National Institute of Social Defence (NISD), an autonomous body under the Ministry of Social Justice and Empowerment, invites application for hiring of 04 Data Entry Operators (DEOs) purely on contractual basis for a period of Six Months, which could be further extended on need basis. The consolidated package will be upto a maximum of Rs.25,000/- per month.

2. The Candidates should possess the following essential qualifications:-

- (i) Should be a Graduate in any discipline from a recognized University.
- (ii) Should have good knowledge of computer and it's applications.
- (iii) Should have at least two (02) years' experience of working in Government Offices.

3. In addition the candidates should have the following eligibility criteria:-

- (i) Maximum age for engagement as DEOs will be 30 years, as on 01/01/2019.
- (ii) Should have proficiency in Hindi & English language.
- (iii) Should produce a Character Certificate from any local Administrative Authority or duly certified by a Gazetted Officer.
- (iv) Should not be charged in any Police Case.

4. Duly filled in application forms, as at Annexure, may please be addressed to Deputy Director (Admn. & Plg.), West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066, so as to reach this office on or before **09.01.2019**. Applications received after due date will not be entertained.

Director
Tel: 011-26100058

Annexure

Proforma



1. Name: _____
2. Father's Name: _____
3. Postal Address: _____
4. E-mail Address: _____
5. Contact No.: _____
6. *Date of Birth: _____
7. *Identity Proof: _____
8. *Educational Qualification: _____
9. *Experience: _____
10. Reference from two renowned persons with their address and telephone number.

11. Any other information: _____

****Candidates should produce Originals in respect of Sr. Nos.6,7,8 & 9 above at the time of interview.***

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes me, and my qualifications and experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:
Place:

Signature