



**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND  
INFORMATION RESOURCES,**

**Dr. K. S. Krishnan Marg, Near Pusa Gate New Delhi – 110012 (India)**

**14, Satsang Vihar Marg, New Delhi - 110067**

( [www.niscair.res.in](http://www.niscair.res.in) )

Advt. No. 3/71/2013/R&A



**WALK-IN-INTERVIEW for DATA ENTRY OPERATORS**

**Date of interview: 25.10.2013 at PUSA Campus office**

CSIR-National Institute Of Science Communication And Information Resources (NISCAIR, New Delhi) desire to engage 08 number of data Entry Operator purely on temporary basis for a period of 6 months (extendable further ) for work of ERP as per the given below Qualifications, Exp, age limit etc. :-

Name and No. of Position	Qualification	Desirable	Consolidated Amount	Maximum age as on
Data Entry Operator 08 nos ( number may vary)	Essential : GNIIT/Diploma holders in IT or computer science/Diploma in Engg( Computer Science)/IT or B.Sc. (Computer Science)/IT/BCA or equivalent Desirable: M. Sc/MCA/B.E./ Experience in data entry/requisite skill set for ERP Entry.	One Year Experience in working on Human Resource Management Automation Solutions.	Rs. 10,000/-	28 Years (age relaxation for SC/ST/OBC/Woman candidate as per Govt. of India instructions.

The position is purely on temporary basis for a period of 6 months (extendable further) which may be terminated any time by giving one-month notice by either side. The applicant will have no claim implicit or explicit for consideration against any NISCAIR/ CSIR post.

**Mode of Selection:**

Candidates must report at the NISCAIR reception desk at 9.00 A.M. (Candidates will not be entertained after 9.30 A.M.). The selection of the DEOs would be based on **(a)** academic records, and/ or **(b)** performance in the test and **(c)** interview. In case the number of candidates is large the Selection Committee may adopt higher cut off percentage as a measure of academic records to short list candidates for interview.

**How to Apply :**

The prescribed application form can be downloaded from NISCAIR website and duly filled in forms may be submitted at the time of interview. The application forms should be accompanied by attested photograph and copies of testimonials/ certificates in support of age, educational qualifications, experience and caste / tribe etc. mentioned in the application. The applicant must also bring all original certificates/ testimonials at the time of test/ interview for verification.

**Venue for Walk-in-Interview- NISCAIR, Dr. K. S. Krishnan Marg, Near Pusa Gate, New Delhi – 110012**

NO TA/DA WILL BE PAID FOR ATTENDING THE INTERVIEW.  
CANVASSING IN ANY FORM AND BRINGING IN ANY INFLUENCE  
WILL BE TREATED AS DISQUALIFICATION

Controller of Administration

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION**  
**RESOURCES (Council of Scientific & Industrial Research)**  
**Dr. K. S. KRISHNAN MARG, PUSA CAMPUS, NEW DELHI -110 012**  
14, Satsang Vihar Marg, New Delhi - 110067  
([www.niscair.res.in](http://www.niscair.res.in))

Advt. No. 3/71/2013/R&A

Attested  
photograph

Application for recruitment to the position **of Data Entry Operator**

1- Full Name (In Capital letters) :-----

2- Father's/Husband's Name :-----

3- Date of Birth :-----

5. Age on the date of walk-in Interview :-----

6 Postal Address for Correspondence :-----

:-----

7. Permanent Address :-----

:-----

8. Whether belongs to SC/ST/OBC/PWD :-----  
(Copy of Caste Certificate to be enclosed)

9. Educational Qualifications:-

Name of the Examination	Board/Univ./Institute	Year of Passing	Subjects	%age of Marks

10. Desirable qualification:

Details of experience in working on Human Resource Management Automation Solution

11. Employment Record (if any)

Institution	designation	salary p.m.	from	to

if working in CSIR/CSIR-NISCAIR OR any other CSIR Lab/Instt. (Details thereof)

\_\_\_\_\_  
Name, Designation, division & lab/instt of the relative, if any, working in CSIRlabs/instt\_\_\_\_\_

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I do solemnly affirm that the above information given by me is true to the best of my knowledge and belief. If any information given by me is found to be incorrect at any stage, my candidature may be cancelled.

**Signature of Applicant**

Date \_\_\_\_\_

Place \_\_\_\_\_