Department of Computer Science & Engineering
Punjab Engineering College (Deemed to be University), Chandigarh

Advertisement for the post of Data Entry Operator in DST PROJECT

Applications are invited from the suitable candidates for three (03) posts of Data Entry Operator to work on the project sponsored by DST at Punjab Engineering College (Deemed to be University), Sector-12, Chandigarh. The detailed information is given below:

Description		Details
Job Title	:	**Data Entry Operator**
No of Posts	:	03
Project Title	:	National S&T survey for Higher Education Sector
Sponsoring Agency	:	Department of Science & Technology (DST), Ministry of Science & Technology, Government of India
Fellowship	:	Rs. 28,250/-per month
Essential Qualification	:	ITI with 3 years' experience/polytechnic Diploma/Graduate with One-year diploma in Data Entry
Age Limit	:	35 years on the last date of application. Age relaxation for SC/ST/OBC and PWD candidates is applicable as per Government of India norms
Job Specifications/ Responsibilities	:	Communication, collection and processing of information. Data gathering from various outlets, including the NIRF and AISHE websites and other relevant sources. Verification and validation of data, as well as for customizing and integrating with TERI software.
Tenure of Post/ Nature of Appointment	:	Initial appointment will be for six months, which is extendable till the project duration solely based on the performance. The appointment will be on purely temporary basis and the position is coterminous with the project.
Last Date to Apply	:	02.08.2024 (Friday) by 5.00 pm (Application form can be filled online at https://docs.google.com/forms/d/e/1FAIpQLSe4Ro5AqPRIdrJdV0X1X1v4ofQ_mdldTrk2Y5kMYqgVr6z8ow/viewform)
How to Apply	:	Candidates should submit their application through online link provided above before last date.
Only shortlisted candidates will be communicated through E-mail to appear in the interview on later date and no other communication in this regard will be entertained.		

Note:
1. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
2. The Institute reserves the right to accept application at any time, and consider candidates of exceptional credentials. Qualification and experience may be relaxed by the Institute at any point of time for otherwise exceptional candidates.
3. Mere possessing the prescribed qualification does not ensure that the candidate would be selected. The Candidate will be selected on the basis of merit, performance in interview and need of the project.

4. Shortlisted Candidates have to present themselves for the interview on the interview date with updated CV and original and attested photocopies of mark sheets/ certificates in support of their academic qualifications.

5. Applicants in employment (private, government or any other organization) are required to submit a "No Objection Certificate" from the employer at the time of interview.

6. <u>No TA/DA will be paid for appearing in the interview</u>.

Address for Submission of Application:
Department of Computer Science & Engineering
Punjab Engineering College (Deemed to be University)
Sector-12, Chandigarh-160012 (India)
E-mail: cwbvi_dst@pec.edu.in
(Application form can be filled online at
https://docs.google.com/forms/d/e/1FAIpQLSe4Ro5AqPRIdrJdV0X1X1v4ofQ_mdldTrk2Y5kMYqgV r6z8ow/viewform)