

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 Walk-in-Interview for two (02) 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	:	02
Project Title	:	National S&T survey for Higher Education Sector
Sponsoring Agency	:	Department of Science & Technology (DST), Ministry of Science & Technology, Government of India
Salary	:	Rs. 28,250/-per month
Essential Qualification	:	ITI with 3 years' experience/polytechnic Diploma/B.E. or B.Tech./Graduate with One-year diploma in Computer.
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 or till the duration of project whichever is earlier. The contract 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.

Note:

1. Candidates should bring along with them updated CV, Attested photocopies of mark sheets/certificates in support of their academic qualification and Experience certificates with recent passport size photographs.
2. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
3. 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.
4. 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.
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. No TA/DA will be paid for appearing in the interview.

Venue of Interview: **Computer Centre, Punjab Engineering College (Deemed to be University)**
Sector-12, Chandigarh-160012 (India)

Date of Interview: 15th December, 2025 at 09.00 A.M.