

Ref. No. SED/Estt/1(40)/2016/

Date: ____/____/2017

RECRUITMENT NOTICE

Applications in plain paper are hereby invited from the permanent residents of Tripura for recruitment of 'Data Entry Operator' for Directorate of Skill Development, Govt. of Tripura as per the break-up given below. The recruitment would be made on purely contract basis @ Rs. 8000.00 (Rupees eight thousand) only per month for a term of 1 (one) year only.

Sl No	Name of the Post	Total No. of Posts	SC	ST	UR
1	Data Entry Operator	05	01	01	03

1. Educational Qualification required: (i) Should have passed Madhyamik / H.S or its equivalent examination from a recognised board. (ii) Knowledge of typing in English with minimum speed of 30 (thirty) words per minute.
2. Desirable Experience/Knowledge: (i) Knowledge of computer typing operation. (ii) 01 (one) year job experience.
3. Age limit: The applicant should not be less than 18 years of age and not more than 35 years, upper age limit is relaxable by 5 years in case of SC/ST/PH candidates.
4. The last date of receiving the application (as per application format available at website www.sofed.in) at the above office address is **30th May, 2017 up to 4.00 PM.**
5. The authority reserved the right to reject the incomplete application without showing any reason thereof.

Member Secretary
SoFED

APPLICATION FORMAT FOR THE POST OF DATA ENTRY OPERATOR.

For Office Use

Sl.NO:

Date:

Affix a Passport
size latest
coloured
photographed
and signed on it

To
The Member Secretary,
Society for Entrepreneurship Development (SoFED),
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of Data Entry Operator on Contract Basis.**

1. Name of the candidate: SRI / SMT
(in Capital Letter)
2. Father's / Husband's name : Sri / Late
3. Permanent address : Vill _____ P.O _____
(Copy of PRTC to be enclosed) Sub-Div. _____ Dist. _____
Pin. _____
4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
5. Social Category : ST / SC / UR
(Copy of caste to be enclosed)
5. Contact no :
6. email ID (if any) :
7. Date of birth : DD _____ / MM _____ / YYYY _____
(Admit of Madhyamik to be enclosed)
8. Age as on 31/05/2017 : _____ Years _____ Month _____ Days
9. Educational Qualification: (Copy of mark sheet enclosed)

Sl No	Name of the examination	Board	Year passing	of	% of marks obtained

10. Typing speed in English in Type writer _____ word per minute, Computer
_____ word per minute (Certificate to be enclosed)
11. (a) Name and address of the Govt.
Dept / Organization where worked.
- 11 (b). Period of work/ Experience : From _____ to _____
(Certificate to be enclosed)

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect, my candidature may be disqualified by the authority.

Place:

Full Signature of the candidate

Date: