



# राष्ट्रीय भौतिक प्रयोगशाला

**NATIONAL PHYSICAL LABORATORY**

(वै.एवं.औ.अनु.परिषद्)

(Council of Scientific & Industrial Research)

डॉ.के.एस.कृष्णन् मार्ग, नई दिल्ली 110012

Dr. K.S. Krishnan Marg, New Delhi – 110012



**Advertisement No. 02/2011**

## **SELECTION FOR THE POST OF DATA ENTRY OPERATOR**

National Physical Laboratory, a constituent Laboratory of CSIR desires to engage **10** numbers of **Data Entry Operator** on purely temporary basis on contract for a period of 6 months for work relating to the implementation of ERP Applications at NPL, New Delhi under project "Enterprise Application Development".

Qualification, Experience, Remuneration and Age Limit for engagement of Contractual Staff are as under:-

Name/ No. of Positions	Essential Qualification	Desirable	Consolidated Amount	Maximum age as on 11.04.2011
Data Entry Operator 10 (TEN) nos.	Graduate with 2 years Diploma in Computer Science or Equivalent with Knowledge of Computer Applications / Office Automation and Typing speed @ 40 WPM and data feeding skills	One year experience in working on Human Resource Management Automation Solutions	Rs. 14000/- (Rs. Fourteen thousand) per months	28 years (age relaxation for SC/ST/OBC candidate as per Govt. of India instructions.

The position is purely temporary on Contract basis for a period of 6 months. Contract may be terminated any time by giving one month notice by either side. The applicants will have no claim implicit or explicit for consideration against any NPL post.

Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by NPL. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.

Incomplete application (i.e. without photograph, without attested copy of educational certificates / experience certificate, unsigned and blank columns) will not be entertained and will stand rejected.

**Reservation:-** As regards reservation, if all things are equal, SC/ST/OBC candidates may be given preference over General candidates so as to ensure their representation.

**Mode of Selection:-** Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for skill test on computer. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates to be called for skill test/interview. Only those candidates, who are in the opinion of the Institute, suit the Institutional requirements, will be called for skill test/interview. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification supported with documents.

Eligible candidates may send their applications by Speed post / Courier in the downloaded application form available at NPL website; duly supported by attested copies of certificates of educational qualifications, experience etc., in an envelop superscribing "**Application for the post of Data Entry Operator**" to the Controller of Administration, National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi-110012, so as to reach **on or before 11.04.2011** positively.

Controller of Administration



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Dr. K.S. Krishnan Marg, New Delhi – 110012



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**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR**

1.	आवेदित पद का नाम Name of the Post			
2.	अभ्यर्थी का नाम Name of candidate			
3.	पिता/पति का नाम Father's/Husband's Name			
4.	जन्म तिथि Date of Birth			
5.	साक्षात्कार की तिथि को आयु Age as on 11.04.2011	( ) वर्ष Years	( ) माह Months	( ) दिन Days
6a.	स्थायी पता Permanent address			
6b.	पत्राचार का पता Correspondence address			
7.	ई-मेल E-mail			
8.	टेलीफोन नं० Telephone number			
9.	श्रेणी Category	सामान्य General	( )	
		अनुसूचित जाति Schedule Caste	( )	
	आरक्षित है, हाँ / नहीं ( ) ) Reserved, Yes/No ( ) )	अनुसूचित जनजाति Schedule Tribe	( )	
		अन्य पिछड़ा वर्ग Other Backward Class	( )	
		अन्य Others	( )	
	(यदि आरक्षित है तो दस्तावेजों के संलग्न की पृष्ठ संख्या .....) ( If reserved, page no. of enclosed certificate .....)			
10.	यदि एन.पी.एल / सी.एस.आई.आर. में आपका कोई संबंधी है Have to any blood relative related in NPL/CSIR	यदि हाँ If, Yes		
	नाम----- संबंध ----- Name..... Relation.....			
	पदनाम----- ----- Designation			
	संस्थान/प्रयोगशाला का नाम एवं पता----- ----- Name and address of the Institute/Lab			
	हाँ            नहीं YES            NO			

11.	टंकण गति अंग्रेजी में Typewriting speed in English	----- शब्द प्रति मिनट ----- words per minute				
12.	शैक्षिक योग्यता (उच्चतम से प्रारम्भ करें) Educational Qualification Start with Highest Qualification)					
	उत्तीर्ण परीक्षा Passed Examination	विश्वविद्यालय / बोर्ड का नाम Name of Board/ University	उत्तीर्ण परीक्षा का वर्ष Year of passing	विषय Subject	अंकों का प्रतिशत Percentage of Marks	दस्तावेजों के संलग्न की पृष्ठ संख्या Page no. of enclosed certificate
13.	कार्य का अनुभव Work experience					
	संस्थान / प्रयोगशाला का नाम Name of Lab/Institute	in Designation	कार्य की अवधि Period of time	कुल अवधि (वर्ष, माह एवं दिन) Total Duration (Years, Months, Days)	दस्तावेजों के संलग्न की पृष्ठ संख्या Page no. of enclosed certificates	
			से From तक To			
14.	क्या आपने इससे पहले सीएसआईआर की किसी भी प्रयोगशाला / संस्थान में कार्य किया है यदि हाँ तो विस्तृत विवरण प्रस्तुत करें। Have you worked in any CSIR Lab/Institute? If yes, give details:-					
	संस्थान / प्रयोगशाला का नाम Name of Lab/Institute	परियोजना का नाम Name of Project	कार्य की अवधि Period of time	कुल अवधि (वर्ष, माह एवं दिन) Total Duration (Years, Months, Days)		
			से From तक To			

मैं यह घोषणा / करता हूँ / करती हूँ कि इस आवेदन में दिये गये विवरण मेरे विश्वास के अनुसार पूर्ण रूप से सत्य है यदि कोई सूचना असत्य / गलत / छिपाई गयी साबित होती है तो आप मेरा आवेदन तुरन्त / किसी भी समय निरस्त कर सकते हैं।

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been conceal/distorted any material information, my engagement is liable to be summarily terminated without notice.

दिनांक :

Date :

Encls.:

प्रार्थी / प्रार्थिनी के हस्ताक्षर  
Signature of candidate