

Details of Qualification & Experience**ANNEXURE-I**

S.No	Position/ Designation	Remuneration	Essential Qualification	Experience
1	Data Entry Operator-Grade I	Rs. 16800/-	Degree of a recognized University. Preference will be given to a candidate having minimum 6-months Certificate course in Computer Hardware/Software from a registered institution AND a minimum typing speed of 30 wpm	At least 3 yrs as Data Entry Operator/Computer Operator/Office Assistant in a Govt./Semi-Govt./Autonomous Organizations/PSUs/Limited Companies/Firms/Institutions
2	Data Entry Operator-Grade II	Rs. 15680/-	Degree of a recognized University. Preference will be given to a candidate having minimum 6-months Certificate course in Computer Hardware/Software from a registered institution AND a minimum typing speed of 30 wpm	At least 2 yrs as Data Entry Operator/Computer Operator/Office Assistant in a Govt./Semi-Govt./Autonomous Organizations/PSUs/Limited Companies/Firms/Institutions At least 2 yrs as Data Entry Operator/ Computer Operator/Office Assistant