

APPOINTMENT NOTICE

Desirous candidates may apply in the following Performa for the following posts (purely on job work basis) till 30.10.2007 (5.00PM) and appear for interview on 16.11.2007 at 10.00 AM in the office of undersigned with original certificates.

1. Data Entry Operator (9 posts; two each at SDM office Amloh, Bassi Pathana, Fatehgarh Sahib, Khamano & one at Distt. Hqr.)

E.Q.: 10+2 with course in Data Entry in Gurmukhi & English. Sal. 3000/- PM.

Exp. 1Yr.

Qualification & Exp. may be relaxed in deserving cases. The appointing authority reserve the right to increase/ decrease the no. of posts.

Member Secretary

Distt. Sukhmani Society

Room no. 208, Mini Sectt.

Deputy Commissioner office.

Fatehgarh Sahib 01763-232165

<http://fatehgarhsahib.nic.in>

APPLICATION FOR THE POST OF :- DATA ENTRY OPERATOR

1	Name				
2	Father's Name				
3	Date of Birth				
4	Address with Phone				
	PHOTO				
5.	Educational Qualification				
	Exam. Passed	Year of Passing	%age	School/College	Board/ University
i					
ii					
iii					
iv					
v					

6. Professional Qualification						
	Exam. Passed	Year of Passing	%age	School/College	Board/ University	
i						
ii						
iii						
iv						
7. Work Experience						
	Organis ation	Working since	Salary drawn	Platform	Project Handled Development/Implementa tion/ Administrator/ Operator/Data entry operations	
i.						
ii						
8. Typing Speed						
English (w.p.m)						
Punjabi (w.p.m.)						
9. Exposure (Tick appropriate)						
	OS/Develop- ment Tools / Database	not at all	low	good	very good	Project Handled
i	UNIX					
ii	LINUX					
iii	WINDOWS					
iv	Visual Basic					
v	JAVA					
vi	HTML					
viii	.NET					
viii	SQL SERVER					
ix	DB-II					
x	Oracle					
xi	MS-OFFICE					

