

GOVT. OF INDIA, MINISTRY OF DEFENCE
OFFICE OF THE PRINCIPAL DIRECTOR, DEFENCE ESTATES,
SOUTH WESTERN COMMAND, H-41, TAGORE PATH, BANI PARK-JAIPUR-302016
Phone no 0141-2200133, Web Site:- www.dgde.gov.in

Applications in the form printed below are invited from eligible candidates for appointment to the following posts in various offices of Department of Defence Estates.

Name of the post and pay scale	No. of vacancies						Age as on 15.01.2016	Educational qualification
	Gen	SC	ST	OBC	PH (HH)	Total		
Data Entry Operator, Pay Band-I, Pay Scale 5200-20200 + Grade Pay- Rs 2800/-. General Civil Service (Group-C Non-Ministerial, Non-Gazetted).	02	00	01	01	01	05	Between 18 to 27 years	(a) 12 th Class pass or equivalent from recognized Board. (b) Should possess a speed of not less than 8000 Key Depressions per hour of Data Entry Work.

Note: Gen- General, SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes. PH- Physically Handicapped (HH- Hearing Handicapped)

2. **Age Relaxation:-** Upper age limit is relaxable by 05 years for SC/ST, 03 years for OBC and 10 years for Physically Handicapped candidates. Age limit is relaxable for Government Servant upto 40 years in case of general candidates and 45 years in case of Scheduled Caste and Scheduled Tribe candidates, who have rendered at least three years regular Continued Service under the Central Govt.
3. The post carries all India service liability. Thus, the candidates selected for appointment are liable to serve anywhere in India.
4. A reserve panel of 3 candidates will be drawn against each category and the same will be valid as per extant Govt. instructions. It may be noted, however, that being on the panel does not bestow any right for appointment.
5. Last date of receipt of application forms is 15.01.2016. However, candidates residing in remote locations i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and spiti Districts and Pangi Sub Division of Chanba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep may submit their applications upto 30.01.2016.

6. **Written Test and Skill Test:** - The selection will be based on written test and skill test. Written test of two hour duration will be conducted on 20.03.2016 at Jaipur (Rajasthan). Written test will be objective type with multiple choice questions on technical knowledge (50%), English language (25%) and General awareness (25%). Skill test for shortlisted candidates (in the ratio of 1:5 of the vacancies in the respective categories) will be conducted on the next day i.e. 21.03.2016 at Jaipur. The result of the written examination indicating the shortlisted candidates will be declared on 20th March itself and displayed on the notice board of Directorate, Defence Estates, South Western Command, H-41 Tagore Path, Banipark, Jaipur. In case equal marks are obtained by two or more candidates the merit list will be decided by marks obtained in the technical section of the question paper. In case of a further tie merit will be decided on the basis of marks obtained in the English section of in the question paper. The skill test of 15 minutes duration will comprise a speed test on an Electronic Data Processing Machine. No TA/DA will be paid. Candidates may therefore make their own lodging/boarding arrangements accordingly.
7. The applications are required to be sent in an envelope superscribed as "Application for the post of: Data Entry Operator, Category Gen/ST/OBC/PH (HH)" to the Principal Director, DE, SWC, H-41, Tagore Path, Bani Park, Jaipur-302016 (Rajasthan) with requisite enclosure as specified in the form, 02 self addressed envelopes with postal stamps worth Rs.40/- affixed thereon and a self addressed and duly stamped post card (to be used to acknowledge the application). Hall tickets for written test will not be sent in case necessary documents and stamped & self addressed envelope is not received with the application.
8. **Probation period:** - The candidates selected will be appointed on two year probation period.
9. Govt. strives to have a work force reflecting gender parity and women candidates are therefore encouraged to apply.

APPLICATION FORM

1. Application for the post of : Data Entry Operator
2. Name in full (in block letters) :
3. Father's/Husband's Name :
4. Permanent Address :
5. Present Postal Address :
6. E-Mail ID :
7. Date of Birth :

DD	MM	YYYY
8. Age as on 15.01.2016 :

Day(s)	Month(s)	Years
9. Nationality :
10. Sex : Male/Female
11. Marital Status : Married/Unmarried
12. Category : Gen/OBC/ST/PH (HH)
13. Educational Qualifications :

Affix passport
size latest
photograph of
candidate
duly self
attested

Name of the exam	Board/School	Year of passing	Class/Division/Grade	% of marks obtained
Metric				
10+2				
Professional Qualification				

14. Particulars of present employment, if any:

15. Experience, if any

Sl. No.	Name of the Organ.	From	To	Designation	Gross annual Salary	Nature of Duties

16. Knowledge of Computers and MS Office/Linux : Y/N

DECLARATION

17. I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the selection/appointment my candidature will stand cancelled and my claim for the recruitment forfeited and I shall be liable to such legal action as may be deemed fit by the competent authority.

Place:

Date:

Signature of Candidate

*Note:

Enclosures:-

- (a) Self attested photocopies of certificates of educational qualifications and experience, if any.
- (b) ST/OBC/PH(HH) certificate issued by competent authority. (Please see Govt. of India website www.persmin.gov.in)
- (c) Two passport size photographs (one to be affixed on the form and one loose to be enclosed with the application)
- (d) Two self addressed envelopes of size 10 cms X 22 cms affixed with Rs. 40/- postal stamp and one self addressed post card (for acknowledgement of the application).