

# Application for the Post of Data Entry Operator

District Water and Sanitation Mission (DWSM)

State Water and Sanitation Mission

(Use Capital Letters Only)

Paste here your recent passport size photograph and sign it across

- 1 Name:
- 2 Father/Husband's Name:
- 3 Sex (M/F):
- 4 Address for Communication:
- 5 a) Contact No.(STD Code)   
b) Mobile No.   
c) Email ID
- 6 Date of Birth:
- 7 Educational Qualification : ( As on the date of application)

Examination	Name of Board /University/Institute	Year of Passing	Percentage of Marks/ Division	Subject
High School				
Intermediate				
Graduation				
Computer Education				
Typing & Others				

## 8 Work Experience:

Organization/ Department	Remuneration Per Month	Nature of Work	Duration

I certify that the information furnished above is true.

(Signature of Candidate)

Date:  
Place:

## TERMS OF REFERENCE FOR

### Data Entry Operator at District Water & Sanitation Mission (DWSM)

**Programme Title:** *Selection of Data Entry Operator for the office of District Water & Sanitation Mission (DWSM) for the period of one year on contract basis.*

**Purpose:** *To entry of data related to NRDWP, their analysis & reporting, along with the maintenance of files and records of the office and undertake any other assignment as directed by Chairman, DWSC.*

**Duration of Contract:** *3 years (Which will be renewed yearly on the basis of work performance).*

**Expected Date of Commencement:** *26<sup>th</sup> September 2012.*

#### **Background**

National Rural Drinking Water Programme has been launched throughout India with a National Goal to provide every rural person with adequate safe water for drinking, cooking and other domestic basic needs on a sustainable basis. This basic requirement is to meet minimum water quality standards and be readily and conveniently accessible at all times and in all situations.

#### **Objectives**

The goals of the assignment are to:

1. To assist the District Water & Sanitation Mission Office in each district for data entry and data management regarding works carried out under the National Rural Drinking Water Programme *i.e.* habitation data and WQ data etc.
2. Entry of project and programme data on IMIS.
3. Data analysis and reporting.
4. Under take any other assignment as directed by the Chairman, DWSC.

#### **Outputs**

Main outputs expected from Data Entry Operator include:

1. Collection of related data in stipulated time from Offices of Jal Nigam and Vikas Bhawan.
2. Maintenance of day to day record keeping of office.

#### **Eligibility Criteria**

The eligibility criteria for the selection of DEO is as follows :-

Educational Qualification , Work experience and maximum wage is as follows :

Sl. No	No. of Post	Source	Minimum Qualification	Experience
1	.01	On contract Rs. 8,000/-	Graduate (preference to Science), 'O' Level in Computer Education, Typing speed 25 words per Min in Hindi. & 30 words per min in English.	3 years in same field

### Methodology of selection

The final selection of DEO will be done on the basis of marks obtained in High School, Intermediate, Graduation, Computer Education and Work Experience on scale (20-50) in following manner:-

S. No	Qualification					Typing Speed (Words per Minute)		Experience	
	Percentage	High School	Intermediate	Graduation	'O' Level	Hindi/English	Marks	No. of Years	Marks
1-	75 and above	5	5	10	10	>25/30	10	> 3	10
2-	60 - 75	4	4	8	8	20/25	8	2 - 3	8
3-	50 - 60	3	3	6	6	15/20	6	1 - 2	6
4-	40 - 50	2	2	4	4	< 15/20	4	< 1	4

*Note - The candidates having knowledge of shorthand will be preferred.*

### Time Frame

- Advertisement in news papers : 16<sup>th</sup> August, 2012
- Last Date of Receipt of Applications : 31<sup>st</sup> August, 2012
- Evaluation of Received Applications : 10<sup>th</sup> September, 2012
- Interview and Typing Test (Hindi/English) as per Given Norms : 17<sup>th</sup> to 18<sup>th</sup> September, 2012
- Issuing of Joining Letter : 19<sup>th</sup> September, 2012
- Last Date of Joining : Within one week from the issuing of joining letter.