

District Information Technology Society-Kaithal

Terms & Conditions / Instructions for Candidate:

Minimum Education Qualification:

For the Data Entry Operator:

PGDCA/ M.Sc. (Comp.Science/IT) with at least 55 % marks from a recognized university. Good Knowledge of Hindi typing on Computer is desirable.

For the Accounts Clerk:

Graduate with 55% Marks in Commerce with 2 Yrs. Experience in an Organization of repute. Good Knowledge of Accounts Software (Tally) is must. Good Knowledge of computer is desirable.

Age Limit: The age of applicant should be above 18 yrs & below 40 yrs as on the last date of receipt of application.

Instructions:

1. The application form should fill in by the candidate in his/her own handwriting.
2. A recent passport size photograph to be affixed on the space provided in the application form.
3. Attested photocopies of supporting documents in respect of qualifications and experience should be attached with the application form.
4. In case information furnished by the candidate in the application or part thereof being found false or detected incorrect at any stage before or after the test/interview or during the service period and/or that the candidate not satisfying the eligibility criteria prescribed above, his/her candidature/appointment is liable to be cancelled/terminated automatically without any notice to him/her.
5. The duly completed form should be submitted in the office of DITS, Room No. 317-318 2nd Floor, Mini Secretariat, Kaithal. **Last date of submission of complete application form is 27/01/2012.**
6. **A computer skills /objective test /Interview will be conducted on 30/01/2012 at 10 am** in the office of the Deputy Commissioner, Conference Room, 2nd Floor, Mini-Secretariat, Kaithal. **Candidate must bring original document with them at the time of interview.**
7. The candidate will not be entitled for any TA/DA for the skill test/interview.
8. The purpose of this process is to prepare a panel of data entry operators which may be used at DITS/E-Disha Kaithal or any other location with in Distt. Kaithal for the services provided by DITS/ E-Disha. Any job-work assignment will be of purely temporary nature.
9. It shall not be bind upon the District I.T. Society to provide job to the candidate. The Deputy Commissioner-cum-Chairman, Kaithal has the right to postpone or cancel the skill test/interview or to reject the panel/selection at any time without assigning any reason.