

CLUSTER UNIVERSITY SRINAGAR

Advertisement Notice No. 03 of 2018 Dated 12-09-2018

Applications on prescribed format are invited from the permanent residents of Jammu & Kashmir State possessing the prescribed qualification and age for engagement of "Data Entry Operators (Computer Operator)". The engagement shall be purely on need basis for the financial year 2018-19, which can be extended further as per requirement. The engagement, however, shall not confer any right for claiming permanent absorption or continuation in the Department.

Essential Educational Qualification:-

1. Graduate with one-year diploma in Computer Application or an equivalent qualification from a recognized Institution.
2. Good knowledge of computers (Data Processing, Office automation, Internet, E-mail, etc).
3. Quick and accurate data entry operations in English Language.
4. Working knowledge of office automation packages such as MS Office/Open Office.
5. Should be able to handle basic computing issues (operating system, antivirus, troubleshooting, etc.).
6. Preference shall be given to the experienced candidates.

Age: The candidates should be between 18-40 years of age.

Consolidated salary: The selected candidates shall be paid a consolidated monthly salary as per rules. They shall have no claim for regularization whatsoever.

Method of Selection: Candidates shall be selected on the basis of weightage accorded to academic merit and performance in Screening test/Practical test. No Interview shall be conducted.

The following criteria will be followed for final selection:

S. No	Qualification Experience	Points
1	Academic Merit	20 Points
2	Screening Test	60 Points
3	Computer Proficiency Test	20 Points
	Total	100 Points

Short-listing of candidates to be called for practical test:

1. On the basis of merit obtained from qualification and screening test, the candidates will be short listed for computer proficiency test in the ratio of 1:5

Mode of submission of Applications:

1. Application forms complete in all respects and accompanied with all documents should reach the office of the Registrar Cluster University Srinagar by or before 24-09-2018.
2. Self-attested photocopies of Data of Birth, Educational Qualification, Computer Qualification & Certificate should be enclosed/appended with the application form.
3. Application form can be downloaded from University website (**cusrinagar.edu.in**)
4. The qualifications/degrees acquired from recognized Institutions shall only be considered.
5. Non –refundable processing fee of Rs 300/- per candidate to be deposited in the shape of DD pledged to Registrar Cluster University Srinagar.

**Sd/-
Registrar**

No:CUS/Adm/2018/ 3028

Dated: 12 -09-2018

Copy to:

1. Joint Director information Srinagar for publication in the two leading newspapers of Kashmir province preferably Greater Kashmir and Aftab