National Physical Laboratory, a constituent Laboratory of CSIR, desires to engage 05 numbers of Data Entry Operator on purely temporary basis on contract for a period of 6 months for work relating to the implementation of ERP Applications at NPL New Delhi under project "Enterprise Application Development".

Educational Qualification, Experience, Remuneration and Age limit for engagement of Contractual Staff are as under:-

<table>
<thead>
<tr>
<th>Name/No. of positions</th>
<th>Essential Qualification</th>
<th>Desirable</th>
<th>Consolidate Amount</th>
<th>Maximum age as on 17.02.2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Entry Operator</td>
<td>Graduate with 2 years</td>
<td>One year experience in working on Human Resource Management Automation solution</td>
<td>Rs. 14,000/- (Rs. Fourteen thousand) per month</td>
<td>28 years (age relaxation for SC/ST/OBC/PH candidate as per Govt. of India instruction)</td>
</tr>
<tr>
<td>05 (Five nos.)</td>
<td>Diploma in Computer Science or Equivalent with knowledge of Computer Applications/office automation and typing speed @40 w.p.m. and data feeding skills.</td>
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</tbody>
</table>

The position is purely temporary on contract basis for a period of 6 months. Contract may be terminated any time by giving one month notice by either side. The applicants will have no claim implicit or explicit for consideration against any NPL post.

Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as enveloped wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by NPL. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.

Incomplete application (i.e. without photograph, without attested copy of educational certificates/experience certificate, unsigned and blank columns) will not be entertained and will stand rejected.

Reservation: As regards reservation, if all things are equal, SC/ST/OBC candidates may be given preference over General candidates so as to ensure their representation.

Mode of Selection: Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for skill test on computer. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates to be called for skill test/ interview. Only those candidates, who are in the opinion of the Institute, suit the Institutional requirements, will be called for skill test/ interview. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification supported with documents.

Eligible candidates may apply by post in the downloaded application form available at NPL website; duly supported by attested copies of certificates of educational qualifications, experience etc., in an envelop superscribing "Application for the post of Data Entry Operator" to the Controller of Administration, National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi-110 012 so as to reach on or before 17.02.2012 positively.
### Application for the position of Data Entry Operator

1. **Name of the Position**
   
   Name of the Position

2. **Name**
   
   Name of candidate

3. **Father's/Husband's Name**
   
   Father's/Husband's Name

4. **Date of Birth**
   
   Date of Birth

5. **Age as on 17.02.2012**
   
   Age as on 17.02.2012

   - ( ) Years
   - ( ) Months
   - ( ) Days

6a. **Permanent address**
   
   Permanent address

6b. **Correspondence address**
   
   Correspondence address

7. **E-mail**
   
   E-mail

8. **Telephone number**
   
   Telephone number

9. **Category**
   
   Category

   - General
   - Scheduled Caste
   - Scheduled Tribe
   - Other Backward Class
   - Others

10. **Have any blood relative related in NPL/CSIR**
    
    - Yes
    - No

   If Yes:
   - Name
   - Relation
   - Designation
   - Name and address of the Institute/Lab

   If No:
   - Name

---

**Note:**
- Paste your recent self-attested passport size photograph.
- If reserved, page no. of enclosed certificate .........
11. Typewriting speed in English

__________ words per minute

12. Educational Qualification Start with Highest Qualification

<table>
<thead>
<tr>
<th>Passed Examination</th>
<th>Name of Board/University</th>
<th>Subject</th>
<th>Year of passing</th>
<th>Percentage of Marks</th>
<th>Page no. of enclosed certificate</th>
</tr>
</thead>
<tbody>
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</table>

13. Work experience

<table>
<thead>
<tr>
<th>Designation</th>
<th>Period of time</th>
<th>Total Duration (Years, Months, Days)</th>
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14. Have you worked in any CSIR Lab/Institute? If yes, give details:

<table>
<thead>
<tr>
<th>Name of Lab/Institute</th>
<th>Name of Project</th>
<th>Period of time</th>
<th>Total Duration (Years, Months, Days)</th>
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I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been conceal/distorted any material information, my engagement is liable to be summarily terminated without notice.

Signature of candidate