

No. TEL. 1/2020-21/PT-II/1474

ADVERTISEMENT

In pursuance of instruction from the Chief Electoral Officer, Assam vide letter No, ecf No. 232694 dated 18th June, 2024, applications are invited from interested applicants for temporary engagement of 6 (six) numbers of Data Entry Operators under Election Branch, O/o the District Commissioner, Tinsukia with a monthly wage of Rs. 14,880.99/-.

Essential qualification:

- (i) Higher Secondary (10+2) Passed or equivalent,
- (ii) Six months Diploma in Computer Applications.

Desirable qualification:

- (i) Experience of working in election branch of different offices of the District Election Officer.

Age: Not exceeding 35 years.

Application Procedure:

- (i) Interested applicants are required to apply in the Standard Application Form to the undersigned, with their latest coloured passport-sized photograph affixed thereof.
- (ii) Applicants are to mention their Contact No. & email ID at the top of the Application Form.
- (iii) Application along with relevant documents in sealed envelope should reach the office of the undersigned by 18th July, 2024. Incomplete applications or applications without the supporting documents or applications received after the last date will be summarily rejected & no communication will be made/ entertained in this regard.
- (iv) Applicants are advised to superscribe the words (in capital letters) "**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR**" at the top of the envelope containing the application form.
- (v) The following documents are to be submitted along with Application Form:
 - a. Admit Card/ Pass certificate of HSLC Examination.
 - b. Marksheet of Higher Secondary (10+2) Examination.
 - c. Computer proficiency certificate (6 months).
 - d. Work Experience certificate (if any).

Applicants will have to bring all the original documents/ certificates at the time of interview. The date, time & venue of interview will be communicated through telephone/e-mail.

**Sd/- District Commissioner &
District Election Officer
Tinsukia**

Janasanyog/D/2419/24/13-Jul-24