

DIRECTORATE OF PLANT PROTECTION, QUARANTINE & STORAGE

SECRETARIAT OF CIB&RC

NH-IV, FARIDABAD, HARYANA-121001

WALK-IN INTERVIEW

One post of Data Entry Operator is to be filled up purely on contractual basis in the Secretariat of CIB&RC on half-day basis. The engagement will be initially for one year (with mandatory break of one week after six months) extendable on yearly basis subject to satisfactory performance and requirement. The details are as under:-

Post	: Data Entry Operator
No. of Post	: One
Pay	: As per rate prescribed by DC, Faridabad for hiring highly skilled manpower (@Rs.11653/- p.m. only)
Essential Qualification	: Graduate or certificate /diploma of more than two years duration having Good knowledge of Computer, MS Office, Internet etc.
Typing Speed (in English)	: Must be at least 40 words per minute.

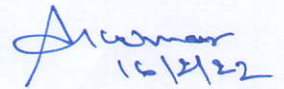
The post is to be filled up purely on temporary basis. The appointment is terminable with one month's notice from either side. The selected candidate will have no claim for regular appointment or continuation of his/her services. No TA/DA will be paid for attending the interview.

The interested candidate possessing above qualifications may appear for Walk-In-Interview to be held at Secretariat of CIB&RC, NH-IV, Faridabad on **2nd March, 2022 at 02:00 PM** alongwith (i) two copies of bio-data, passport size photographs and self attested copies of certificates, (ii) Certificates, Aadhar Card and testimonials in original.

9

GENERAL INSTRUCTIONS:

- The Competent Authority reserves the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason.
- The candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before applying for the posts.
- Crucial date for determination of eligibility with regards to Educational qualification and experience will be the date of walk in interview i.e. **2nd March, 2022**.
- Any canvassing by or on behalf of candidates or to bring political or other outside influence with regard to selection / recruitment will lead to disqualification.
- No correspondence or personal inquiries shall be entertained.


16/2/22

(Ajay Kumar)
Senior Administrative Officer

DIRECTORATE OF PLANT PROTECTION, QUARANTINE & STORAGE

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1. **Name of the Applicant :** _____

2. **Sex :** Male _____ Female _____

3. **Marital Status :** Married _____ Unmarried _____

4. **Father's Name :** _____

5. **Date of Birth :** _____

6. **Present Address :** _____

Mobile No: _____

Email: _____

7. **Permanent Address:** _____

8. **Typing Speed on Computer (in English) :** ___

9. **Educational Qualification—**

10. **Any Other Details:-**

Signature: _____

Date: _____