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उत्तर प्रदेश शासन के ग्राम्य विकास विभाग के अधीनस्थ गठित राज्य पेयजल एवं स्वच्छता मिशन के अन्तर्गत ग्रामीण पेयजल योजनाओं से सम्बन्धित कार्यों के निष्पादन हेतु जनपद स्तर पर जिला पेयजल एवं स्वच्छता मिशन का गठन किया गया है। जिला पेयजल एवं स्वच्छता मिशन कार्यालय में सलाहकारों के सहयोग एवं कार्यालय के अन्य कार्यों के निष्पादन हेतु एक डॉटा इन्ट्री ऑपरेटर की सेवाएं ली जानी है।

डॉटा इन्ट्री ऑपरेटर द्वारा किए जाने वाले कार्य का विवरण (Terms of Reference) व आवेदन प्रारूप जनपद की वेबसाइट WWW.faizabad.nic.in तथा विकास भवन कार्यालय के सूचना-पट पर उपलब्ध है। पात्रता के मापदंड पूरे करने वाले अभ्यर्थी का आवेदन पत्र समस्त सहयोगी अभिलेखों के साथ दिनांक 24.12.2012 तक नीचे दिये गये पते पर रजिस्टर्ड/स्पीडपोस्ट डाक के माध्यम से स्वीकार किये जायेंगे।

मुख्य विकास अधिकारी,
विकास भवन,
जनपद-फैजाबाद।

फोन : 05278-222451, फैक्स : 05278-222575

TERMS OF REFERENCE FOR

Data Entry Operator at District Water & Sanitation Mission (DWSM)

- Programme Title:** Selection of Data Entry Operator for the Office of District Water & Sanitation Mission (DWSM) for the period of one year on contract basis.
- Purpose:** To entry of data related to NRDWP, their analysis & reporting, along with the maintenance of files and records of the office and undertake any other assignment as directed by Chairman, DWSC.
- Duration of Contact:** 3 years (Which will be renewed yearly on the basis of work performance).

Background

National Rural Drinking Water Programme has been launched throughout India with a National Goal to provide every rural person with adequate safe water for drinking, cooking and other domestic basic needs on a sustainable basis. This basic requirement is to meet minimum water quality standards and be readily and conveniently accessible at all times and in all situations.

Objectives

The goals of the assignment are to:

1. To Assist the District Water & Sanitation Mission Office in each district for data entry and data management regarding works carried out under the National Rural Drinking Water Programme i.e. habitation data and WQ data etc.
2. Entry of project and programme data on IMIS.
3. Data analysis and reporting.
4. Under take any other assignment as directed by the Chairman, DWSC.

Outputs

Main outputs expected from Data Entry Operator include:

1. Collection of related data in stipulated time from Offices of Jal Nigam and Vikas Bhawan.
2. Maintenance of day to day record keeping of office.

Eligibility Criteria

The eligibility criteria for the selection of DEO is as follows:-

Educational, Qualification, Work experience and maximum wage is as follows:

Sl. No.	No. of Post	Source	Minimum Qualification	Experience
1	01	On Contract Rs. 8,000/-	Graduate (preference to Science), 'O' Level/PGDCA in Computer Education, Typing speed 25 words per Min in Hindi. & 30 words per min in English.	3 years in same field

Methodology of selection

The final selection of DEO will be done on the basis of marks obtained in High School, Intermediate, Graduation, Computer Education and Work Experience on scale (20-50) in following manner:-

Sl. No.	Qualification					Typing Speed (Words per Minute)		Exzperience	
	Percentage	High School	Interme- diate	Gradu- ation	'O' Level/ PGDCA	Hindi/ English	Marks	No. of Years	Marks
1	75 and above	5	5	10	10	> 35/40	10	> 8	10
2	60-75	4	4	8	8	30/35 to 35/40	8	5 - 8	8
3	50-60	3	3	6	6	25/30 to 30/35	6	3 - 5	6
4	40-50	2	2	4	4	25/30	4	3	4

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1. पत्र व्यवहार हेतु दो लिफाफा जिस पर सामान्य रजिस्ट्री हेतु रू0 25.00 का डाक टिकट लगा हो और अभ्यर्थी का पत्र व्यवहार का पता अंकित हो, संलग्न होना अनिवार्य है।
2. आवेदन पत्र केवल रजिस्टर्ड/स्पीडपोस्ट डाक के माध्यम से दिनांक 24.12.2012 तक ही स्वीकार किये जायेंगे। निर्धारित तिथि के पश्चात् प्राप्त किसी भी आवेदन पत्र पर विचार नहीं किया जायेगा।
3. सरकारी संस्था द्वारा मान्यता प्राप्त ही पी.जी.डी.सी.ए. मान्य होगा।

Application for the Post of Data Entry Operator
District Water and Sanitation Mission (DWSM)
State Water and Sanitation Mission
 (Use Capital Letters Only)

Paste here your recent passport size photograph and sign it across

- 1 Name:
- 2 Father/Husband's Name:
- 3 Sex (M/F):
- 4 Address for Communication:
- 5 a) Contact No.(STD Code)
 b) Mobile No.
 c) Email ID
- 6 Date of Birth:
- 7 Educational Qualification : (As on the date of application)

Examination	Name of Board /University/Institute	Year of Passing	Percentage of Marks/ Division	Subject
High School				
Intermediate				
Graduation				
Computer Education				
Typing & Others				

8 Work Experience:

Organization/ Department	Remuneration Per Month	Nature of Work	Duration

I certify that the information furnished above is true.

(Signature of Candidate)

Date:
Place: