Memo No.: R/61/23

Date: 29-03-23

Sub: Advertisement for contractual recruitment of **Data Entry Operators** regarding e-tendering and GeM tendering in the University of Calcutta.

Applications are hereby invited from the suitable candidate for the post of **Data Entry Operators** for processing of GeM and E-tendering in on **contractual basis** under the University of Calcutta.

Total No. of Post: **02 (two).**

Minimum qualification required:

1) Honours Graduation/BCA/B.Sc. (Computer Science)/B.Sc. IT with 55 % marks in qualifying degree.

2) Advanced knowledge in E-tender, Gem Portal, MS Excel, Word and PowerPoint.

Preferred Qualification:

1) DOEACC 'O' Level certified.

Age Limit: 40 years (As on date 01.01.2023).

Experience: Minimum 05 (five) years in relevant area.

Salary: Rs. 20,000/- (Rupees twenty thousand) (Consolidated) per month.

The selected candidate will be initially taken on contractual basis for initial period of 11 months (may be renewed, subjected to the approval of the University authority on the basis of performance and the willingness of the incumbent).

Interested candidates are requested to apply with updated CV with all necessary self-attested certificates to **The Registrar,** University of Calcutta. The shortlisted candidates will be informed through email for interview. Interview date will be 15 days after the closure of the application.

P.T.O

Application may be submitted within 15 days of publication of the advertisement in newspaper and website of the University by interested candidates with the following details in plain paper along with passport size photo and supporting documents as applicable:

1. Name:
2. Date of Birth:
3. Age:
4. Gender:
5. Permanent Address:
6. Current Address:
7. Mobile No:
8. E-mail ID:
9. Qualification:
10. Additional Qualification:
11. Experience:
12. Current employment details:
13. PAN No.
14. Aadhaar No.

Last Date of Application: ~~12/04/2023~~ 13/04/2023

Registrar
University of Calcutta