



Navodaya Vidyalaya Samiti, Regional Office, Pune

Notification – 02/2024

Date – 04.06.2024

Online applications are invited for

**ENGAGEMENT OF ONE DATA ENTRY OPERATOR ON CONTRACT
UNDER VIGYAN JYOTI PROJECT AT NVS RO PUNE FOR THE YEAR
2024-25**

For Detailed Notification visit our Website

<https://navodaya.gov.in/nvs/ro/Pune/en/home/>

Link for Online submission of application

<https://forms.gle/KMaRgCobTZYi8nJfA>

Portal to fill up online applications will be open

From – 04/06/2024 8.00 PM To – 13/06/2024 10.00 PM

Navodaya Vidyalaya Samiti, Regional Office, Pune

ENGAGEMENT OF ONE DATA ENTRY OPERATOR ON CONTRACT UNDER VIGYAN JYOTI PROJECT AT NVS RO PUNE FOR THE YEAR 2024-25

Post	Data Entry Operator
Number of Post	1
Essential Qualification	1. Any Graduation
Mandatory	1. Computer Skills 2. Proficiency in MS Office 3. Database programs
Desirable	1. Data Analysis & Interpretation 2. Project Paper Preparation 3. Video Editing and Animation
Payment	Rs 22000/- per month (consolidated)

Terms & Conditions for the Data Entry Operators.

Their engagement is further subject to following conditions:

- The contractual engagement will be for a period up to March 2025 and co-terminus with the program period.
- He/She will be paid a fixed monthly Pay of Rs.22000/-(Consolidated) (Rupees Twenty two thousand only).
- He/She will be required to function in coordination with Regional Nodal Officers, Principal, Teacher Coordinators at JNVs, Vigyan Jyoti Team at NVS Headquarter.
- He/She will maintain a record of all data and details of activities conducted in JNVs. He/She will also maintain a Region-wise record of the achievements of VJ scholars.
- He/She will not be entitled to Dearness Allowance, residential telephone, Transport facility, residential accommodation, medical reimbursement, etc. He/She will be entitled for reimbursement of expenses on official travel as per norms of DST.
- Samiti may terminate their services at any time by giving one month's notice. However, if he/she wishes to have pre-mature termination of their engagement, he/she may do so by giving one month's notice or one month's pay in lieu of notice.
- His/Her services are extendable at the discretion of the competent authority, subject to satisfactory performance or the continuation of the program as the case may be.
- He/She will be entitled to 08 days of leave in a calendar year on a pro-rata basis. No pay calculated on a pro-rata basis. The unavailed leave in a calendar year cannot be carried forward to the next calendar year nor any encashment of leave at credit is admissible.
- Income tax or any other tax as applicable shall be deducted at source at the prevailing rate before effecting the remuneration.
- As a full time DEO, he/she has to perform duties related to implementation of Vigyan Jyoti Program and any other duty assigned to him/her by the Vigyan Jyoti Team at NVS Hqrs.

Instructions for Candidates

- Use your correct & working email ID & mobile number.
- The information should be filled up accurately if later at any stage, the information provided is found false/wrong /misleading, the candidature will be rejected/removed from the job.
- **A copy of the filled application form will be sent to the candidate's mail** (Check in the spam, promotion, etc. sections/folders of the mail thoroughly).
- As per eligibility shortlisted candidates will be asked for document verification and **personal interaction in physical mode only (not online)**, further information about this will be published on NVS RO Pune website and by email to the shortlisted candidates.
- **Candidates shall bring printed and self-attested copy of the application form at the time of document verification at the venue.**
- **Candidates shall bring self-attested, photocopies of both sides** of all required documents and mark list of each semester/year of degree/post-graduation/ diploma with originals at the time of document verification at the venue.
- **Candidates are directed to visit the website of NVS RO Pune on a regular basis for updates.**
- Candidates must bring any Government-issued ID proof with its photocopy at the time of document verification.
- Selected candidate has to sign an agreement with NVS RO Pune.
- Any disputes arising shall be settled at Pune & shall be subject to PUNE Court's Jurisdiction only.