



# Department of Women & Child Dev.

Zilla Parishad, Amravati

In front of District Court, Camp Amravati PIN - 444601

E-mail-dyceobalkalyan@gmail.com Telephone No.0721-2661934



Letter No.ZP/AMT/MBK/2021

Date :- 17/12/2021


## WALK-IN-INTERVIEW


A walk-in- interview for willing and eligible candidates for post of one Data Entry cum Helpdesk Operator on job contract basis in the office of **Women and Child Development Department, Zilla Parishad ,Amravati, at 4 P.M. on 23.12.2021**

<b>Data Entry Operator (post -1)</b>	<b>Essential Qualification :-</b> Graduate in any discipline with basic computer knowledge MS Office (Excel, word, Power point etc) with Certificate in MSCIT Proficiency in Marathi, Hindi and English Languages Women candidates could be preferred. Monthly Remuneration – Rs.20,000(Consolidated). The Employment will be Completely of contractual nature and will be for the period of 11 Months only.
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The candidates are required to fill in the application form in prescribed Performa with self attested copies of relevant documents and send it to the official E-mail ID of the **Office of Women and child development Department , Zilla parishad ,Amravati -444601 E-mail :- dyceobalkalyan@gmail.com which may be sent not later than 10pm of 22/12/2021.** Applications received after the due date will not be entertained.

**Note :- No Travelling allowance is admissible to the candidates.**

  
(Kailas Ghodake)  
Dy. Chief Executive Officer (WCD)  
Zilla parishad .Amravati

  
Avishyant Panda (IAS)  
Chief Executive Officer  
Zilla parishad .Amravati

**APPLICATION FORM FOR THE CONTRACTUAL POSTS OF DATA ENTRY OPERATOR (DEO)**

Candidate shall fill in the application form in CAPITAL LETTER.

1. **Applicant Name :** \_\_\_\_\_

2. **Father/Husband's Name:** \_\_\_\_\_

3. **Residential Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Mobile No. :**

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5. **Date of Birth:** \_\_\_\_\_

6. **Sex** : Male /Female / Others

7. **Aadhaar No.:** \_\_\_\_\_

8. **Marital Status** : Un-married / Married

9. **Educational Qualification:**

Name of Examination	Year of Passing	Board/University	Total Marks	Marks obtained	Division/Class	% of Marks
S.S.C/10 <sup>th</sup> Standard						
H.S.C/12 <sup>th</sup> Standard						
Graduation						
Post Graduation						

10. **Certificate of Computer Course & higher degrees, if any:** \_\_\_\_\_

11. **Experience ,if any :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I do hereby undertake that the particulars furnished above are true to the best of my knowledge and belief. If any of the particulars supplied is found wrong at any stage of engagement, my candidature will be cancelled forthwith without assigning any reason thereof.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the applicant)

Affix your recent colour passport size photograph