

Annexure - II

TERMS OF REFERENCE
Data Entry Operator (DEO)

1.	Name of Post	Data Entry Operator
2.	Educational Qualification	<ul style="list-style-type: none">• Graduation in any discipline• Typing speed of 40 wpm.• Diploma / Certificate Course (1 year) in Computers.• Knowledge of MS Office Suite (Word, Excel, PowerPoint etc.), Adobe Reader, Internet, E-Mail, etc
3.	Experience	Candidates should have minimum experience of 2 years in similar position.
4.	Age Limit	The maximum age limit will be 35 years.
5.	Duration	<p>a. For a period of 12 months to be extendable by upto 24 months.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA.</p>
6.	Fee	Rs. 22,000/- per month
7.	Duties to be performed	<ul style="list-style-type: none">• Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded.• To keep record of incoming/ outgoing dak, files / registers etc., to keep filing upto date, collect information desired by the Sr. Consultant / NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy.• To perform such other duties as may be assigned to him by Sr. Consultant / NDMA from time to time in relation to the implementation of the Scheme.