

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT,
REGIONAL CENTRE GUWAHATI,

Jawaharnagar Khanapara, Guwahati-781022, Ph:0361-2303049

VACANCY NOTIFICATION

The Institute is an Autonomous Organization under the aegis of Ministry of Women and Child Development, Government of India. The Institute requires the following contractual staff, purely on contractual basis at NIPCCD, Regional Centre, Guwahati. The details of requirement are as under: -

The eligibility criteria are given in the table:

Sl. No.	Name of the project post	Educational Qualification	Experience and age limit	Remuneration (consolidated)
1.	Data Entry Operator	Candidates Possessing 10+2 (Intermediate) or equivalent certificate. Knowledge of use of Computers, Proficiency in typing on computer.	Preferable with experience. Maximum Age: 35 Years	@Rs. 25,000/- Per month. (Consolidated remuneration)

NOTE/INSTRUCTIONS

1. Interested candidates who fulfill the eligibility criteria may download the application form available on www.nipccd.nic.in under vacancies and submit their application duly self-attested copies of testimonials, experience certificate, age-proof along with a copy of address proof, PAN Card, Aadhar Card, recent passport size photograph etc. to the Regional Director, National Institute of Public Cooperation and Child Development, Regional Centre Guwahati. The last date of receipt of application is 10 days from this notification.
2. The eligible candidates will be called/informed for written examination and computer skill test to be held in the Institute at its premises.
3. It is the responsibility of the candidates to ensure that they fulfill the eligibility criteria in terms of educational qualification, experience, age etc. for the post they are applying for.
4. Posts will be filled up on short term project and purely on contractual basis and the candidates have no right to claim for any regular post in the Institute.
5. No other allowances, TA/DA etc. will be given for attending the test etc.
6. Canvassing in any form will be a disqualification.

Deputy Director (Accounts)

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT,
REGIONAL CENTRE GUWAHATI

Jawaharnagar Khanapara, Guwahati-781022

Recent Passport
Size Photograph

Application form for Temporary post of Data Entry Operator on Contractual basis

1	NAME OF THE POST APPLIED FOR	:			
2	Full Name (in Capital letters)	:			
3	Father's Name	:			
4	Mother's Name	:			
5	Husband's Name (In case of female married candidates)	:			
6	Nationality	:			
7	(a) Address for communication	:			
	(b) Permanent Address	:			
	(c) e-mail ID	:			
	(d) Mobile phone No.	:			
	(e) Telephone No.	:			
8	Date of Birth (DD/MM/YYYY)	:			
9	Age as on the date of last date of receipt of application	:			
10	Details of Educational Qualifications	:			
Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

11. Details of Professional / Technical Educational Qualifications. :
Additional Sheet may be added, if required.

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

12. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection).
Additional sheet may be added, if required.

Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

13	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					
14	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.					

Place :

Date :

Signature of the Applicant