

**ACCOUNTS BRANCH**  
**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
**SRI AUROBINDO MARG, NEW DELHI - 110016**

14-06-2019

NCERT is in the process to engage One Computer Operator on contractual basis at NIE, New Delhi. The interested candidates may forward their resume in PDF format along with self attested document and related certificates etc with a recent passport size photograph to the email address [ak.srivastava@ncert.nic.in](mailto:ak.srivastava@ncert.nic.in).

Position                      Computer Operator on contract basis for a period of One year , which can be extended further as per the requirement or till the post is filled on regular basis , whichever is earlier.

Vacancy                      : 1 (one)

Salary                        : *PB-1 + GP Rs 2400 + DA( as approved)*  
**Total Emolument will be Rs 18000/- per month.**

Eligibility Criteria

(a) Essential Qualification                      :

1. BCA/BSc of a recognized University/Institute

(b) Desired Qualification                      :

1. Certificate course in CCNA/CCDA/MSCE/RHSE.
2. Installation and troubleshooting in Operating systems (Windows, Linux and Mac).
3. Strong knowledge in field of Networking.
4. Virtualization technology.

(c) Experience

1. 2 years in field of IT services and support.

**Note :**

- 1. Application with all copies of all relevant documents must be mailed to [ak.srivastava@ncert.nic.in](mailto:ak.srivastava@ncert.nic.in) with in the 15 days of this advertisement.**
- 2. After the scrutiny of applications, only eligible applicant will be called for skill test/ interview through mail.**
- 3. Applications which are not in prescribed format will not be considered for selection.**

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Full Name : \_\_\_\_\_

Father's/Mother's Name : \_\_\_\_\_

Date of Birth(DD-MM-YYYY) : \_\_\_\_\_ Category : \_\_\_\_\_

Present Address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Email : \_\_\_\_\_ Mobile number : \_\_\_\_\_

Passport  
size  
photograph

**Educational Qualification**

S No	Examination	Board/University	% of Marks	Subjects	Year
1					
2					
3					
4					
5					

Any Additional Certification

1. \_\_\_\_\_

2. \_\_\_\_\_

**Experience**

S No	Post held /Organization	Type of work	Period			Remarks
			Date From	Date To	No of Months	
1						
2						
3						
4						

Please mention any other information relevant to the post not covered above in extra sheet, if needed.

**The above information is true / correct to the best of my knowledge and I will be held responsible in case any information provided herein is found to be false/fabricated in future.**

Date

Place

Signature