

NITCON LIMITED

(Government Organisation)

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VACANCY ADVERTISEMENT NO 02/2025-26

Applications are invited for engagement of following eligible manpower on purely on outsourced basis for deployment in the office of Delhi Development Authority (DDA), New Delhi.

Sr. No	Name of the Post	No of posts (Tentative)	Minimum Qualification	Age
1	Data Entry Operator (Non-Graduate)	54	Intermediate or its equivalent Minimum Typing Speed Required: 35 WPM (English) 30 WPM (Hindi)	21 to 45 years
2	Multi-Tasking Staff (MTS)	82	Matriculation or its equivalent	18 to 45 years

A. SCOPE OF WORK

- The nature of duties of **Data Entry Operators (DEO- Non-Graduate)** is given below:
 - Preparation of drafts/documents, letters, taking direct dictation on the computer;
 - Working in the data entry software like MS office or any other software provided by the department;
 - Photocopying/Printing of documents;
 - Computer file handling, cataloguing, filing, maintenance of files;
 - Assisting in routing office work like diary, dispatch etc. including on computer;
 - Physical maintenance of records of the section;
 - Movement of files from one room to other as per instructions of the officers;
 - Provide support on any data related queries.
 - In addition to the above work, other related work of office can also be assigned by the superior authority.
- The following **Qualification should be fulfilled by the DEO**:
 - Minimum qualification is 10+2 in any discipline from a recognized board/university and proficiency in English.
 - Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi typing.
 - A scanned copy of certificate of typing speed in English/Hindi from a registered/ recognised institute
 - Capable of handling large volume of quantitative and qualitative data using MS Excel. Analytical abilities using MS Excel and record keeping, documentation.
 - Proficient in computer applications such as MS-Office (Outlook/Word/Excel/PowerPoint) and Internet etc.
 - Good Communication (written or oral) skills in English and Hindi.
 - The age of personnel should be between 21 years to 45 years.

3. The **nature of duties of Multi-Tasking Staff (MTS)** is given below:
 - a. Physical Maintenance of records of the Section;
 - b. Delivering of dak (outside the building) & carrying of files and other papers within the building;
 - c. Other non-clerical work including Photocopying, sending of FAX etc. in the Section/Unit. Assisting in routine office work like diary, despatch etc., including on computer;
 - d. Watch & ward duties including Opening & closing of rooms;
 - e. General cleanliness & upkeep of the Section/Unit: Cleaning of rooms, building & fixtures Dusting of furniture etc.;
 - f. Driving of vehicles, if in possession of valid driving licence;
 - g. Upkeep of parks, lawns, potted plants etc.
 - h. Any other work assigned by the superior authority.
4. The following **qualification should be fulfilled by the MTS**:
 - a. Minimum qualification is 10th from a recognized board/university.
 - b. The age of personnel should be between 18 to 45 years.

B. GENERAL CONDITIONS:

1. **Remuneration:** Applicable Minimum wages as notified by Government of NCT, Delhi. No other allowance is payable. Statutory deductions like EPF, ESIC etc. (if any), will be made as per prevailing rules. The monthly remuneration of the engaged manpower shall be liable for deductions after PF and ESIC contributions at prevailing rates.
2. **Age Relaxation:** Government guidelines with regard to SC/ST/OBC(NCL) etc. candidates shall be applicable as per norms of Government of NCT, Delhi. Upper age relaxation is 5 years for SC/ST applicants, and 3 years for OBC applicants. However, no applicant of age 50 years or above will be eligible for selection for any post.
3. For claiming relaxation against reserved vacancies, the reserved category candidates should submit copy of Caste certificate(s), in the Performa prescribed by Govt. of India, issued by the Competent Authority, along with Online Application Form.
4. The Cut-off date for calculation of Maximum Age and Post Qualification Experience is **1.06.2024**
5. Only Indian Nationals are eligible to apply. Candidates against whom a criminal case is pending in a court of law need not apply.
6. Candidates should retain the copy of their registration Form and Fee Receipt for future reference as they can be asked to produce the same at any time.
7. No TA/DA is payable for attending the test/document verification/personal interaction/ joining on selection etc.
8. In case of any dispute Delhi jurisdiction shall apply.

C. SELECTION METHODOLOGY:

1. Selection of eligible candidates shall be made as per prescribed norms and requirement of the job through its empaneled agency. Only shortlisted candidates as per eligible criteria will be called for appearing in the skill test/selection process.
2. Candidates shortlisted for the post of Data Entry Operators (DEO- Non-Graduate) shall undergo a practical Proficiency test in the following:
 - (i) Typing test in English / Hindi
 - (ii) Proficiency test in in computer applications such as MS-Office (Outlook/ Word/ Excel/ PowerPoint) and Internet
 - (iii) Proficiency test in Verbal Ability (English)

3. Only short-listed candidates who are prima-facie found eligible based on the information submitted in their application will be called for participating in the selection process and will be intimated through electronic mode for personal interaction.
4. NITCON's decision regarding eligibility & short listing of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
5. NITCON reserves the right to cancel/restrict/enlarge/modify/alter the requirements/recruitment process advertised, if need so arise, without issuing any further notice or assigning any reason thereto.

D. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION:

1. Candidate has to apply only through online registration system in the link provided i.e. <https://dda.register.ind.in>. No other means / mode of applications i.e. manual/ paper application/ application sent through e-mail shall be accepted.
2. While applying, the applicant must ensure that he/she fulfils the eligibility and other norms as mentioned in the advertisement, as on the specified dates. In case it is detected at any stage of recruitment/selection that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above discrepancy(s) is/are detected even after engagement, his/her services are liable to be terminated without any notice. NITCON Ltd. will not accept any request for changes in the information submitted by the candidate wrongfully thereafter.
3. **Email ID** - While applying online, candidate should ensure to have Email ID (which must be valid for at least one year from the date of application). All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate for their skill test/interviews/ interaction. All information regarding Shortlisting shall be done on the registration portal only. It may also be noted that only one Registration ID can be created using a unique Aadhar number & a candidate shall be able to submit one application only. Multiple applications will be rejected summarily w.r.t Unique ID.
4. Candidates are advised to upload all the documents in support of their claim regarding educational qualifications, Caste, EWS certificates etc. Incomplete applications shall be rejected. Date of Birth Certificate/ 10th Board/12th Board Certificates and Mark sheets (wherever applicable) needs to be submitted in support of DOB and Qualification.
5. NITCON Ltd. will not be responsible for any delay or non-delivery of such intimation. Candidates are advised to regularly visit the above-mentioned link for all the updated information with regard to this advertisement. No telephonic queries shall be entertained.
6. **Registration Fees** - Candidates are required to make online payment of:
 - (a) **Rs. 885/- (inclusive of GST) for General and OBC**
 - (b) **Rs. 531/- (inclusive of GST) for SC and ST**(excluding service charge through Net Banking/Debit Card/Credit Card/Bank Transfer).
7. Last date of Submission of online applications: **15-06-2025**