

Department of Social Work  
Jamia Millia Islamia  
Maulana Mohammad Ali Jauhar Marg,  
Jamia Nagar, New Delhi- 110025

December 6, 2017

**Advertisement for walk-in interview for the position of Data Entry Operator (DEO) in the ICMR sponsored project titled "Predictors/Determinants of Psycho-Social Health among Children of Incarcerated Parents: A Study of NCT of Delhi"**

S. No.	Position	Number of vacancies	Duration of contract	Date of joining
1.	Data Entry Operator (full time)	1	5 months 10 days (further extendable for 1 year based on review/performance)	Immediately

**Key Roles and Responsibilities**

1. Providing secretarial support to the team, e.g. in terms of typing, computing and other administrative support.
2. Provide support in the data collection process.
3. Providing support through transcription of interviews.
4. Managing logistics including day-to-day accounts.

**Job Location:** Department of Social Work, Jamia Millia Islamia, Delhi

**Essential Qualification and Experience**

Speed of not less than 15000 depressions per hour through speed test on computer

Intermediate or 12<sup>th</sup> pass in science stream from a recognized board with DOEACC 'A' level from a recognized institute

Or

2 years experience in EDP work in Government, Autonomous, PSU, or any other recognized institution

**Desirable Qualification and Experience**

- Ability to translate from Hindi to English
- Knowledge of basic accounts
- Experience in managing accounts

Nature and Period of Engagement

Contract engagement for an initial period of 5 months 10 days and extendable up to one year based on the performance of the candidate

**Remuneration:** Rs. 18,000 per month

**The Registration for the selection process will be from 9:30 a.m to 11:00 a.m on 19 December 2017 at the Department of Social Work, Jamia Millia Islamia**

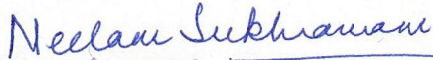
**The candidates should carry following documents:**

1. CV
2. Work experience letter mentioning at least one year of experience-(original as well as a photocopy)
3. Degrees & Mark sheets- (original as well as photocopy)

The Selection Process will consist of a transcription test and an interview for Candidates.

**No TA/DA shall be paid by the University for appearing in Selection process.**

***Directions to reach the Department of Social Work, JMI:*** To reach the Department, please enter from Gate No. 7 of Jamia Millia Islamia. Gate No. 7 is located on Maulana Mohammad Ali Jauhar Marg- which is the same road on which Holy family Hospital is also located. Department of Social Work will on your left as you enter from gate number 7. Nearest metro station is Govindpuri. Shared autos are available from there till Jamia Millia Islamia.



**Prof. Neelam Sukhramani**  
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