Detailed Advertisement

JHARKHAND STATE OPEN UNIVERSITY

Advertisement No. 08/Recruitment/Non-Teaching/2024

Online applications are invited from the eligible candidates to fill up the vacancy of Data Entry Operator for the Jharkhand State Open University.

Vacancy Position for the post of Data Entry Operator for the Jharkhand State Open University:-

Category	Vacancy	Horizontal Reservation under Total Vacancy					
		Reservation for Women	**Blindness and Short Sightedness**	**Deaf and Hearing Impairment**	**Locomotive Handicapped Cerebral Palsy**	**Autism & Multiple Disabilities**	**Games & Sports quota**
Un-reserved (UR)	1	-	-	-	-	-	-
Total	1	-	-	-	-	-	-

1. Eligible candidates are required to submit online applications for the recruitment process of Data Entry Operator for the Jharkhand State Open University. The applications received through any other means will not be entertained or accepted.

   Start date of Online Application: **30-09-2024**

   Closing date of Online Application: **30-10-2024**

2. The pay scale for the post mentioned in the above tabular chart are described as follows:

Name of the Post	Classification	Pay Scale/ Pay Band/ Grade Pay
Data Entry Operator	Group -C (Non- Gazetted)	Level-2 ; 5200-20200; 1900

Eligibility Criteria:

3. Candidates must have the required minimum qualification on/before the last date of submission of online application.

4. Candidate shall be Graduate from any recognized University/ Institute

5. Candidates must have good knowledge of computer along with Diploma in Computer Application.

6. Candidate shall have:
   a. English Typing speed of 40 wpm (word per minute), and
   b. Hindi Typing speed of 30 wpm (word per minute)

7. The candidate should possess sound health, good moral character and should not be involved in or related to any criminal case or any type of offence involving moral turpitude.

8. The candidates must be 21 or above year of age but not more than age of 35 years in case of Un-reserved category, 38 years in case of female of Un-reserved category, as on **01-08-2024**.

9. The reservation policy of the State Government will be applied and the benefit of the same shall be given to the candidates belonging to the Sate of Jharkhand only. The candidates of the other States in the Reserved Category shall be treated as Un-reserved category candidates.

10. Ex-servicemen shall be provided age relaxation up to 5 years in upper age limit. The candidates shall produce the relevant certificate regarding Ex-service men in this regard whenever called for.

11. The Written Test of candidates would be taken first followed by Typing Test. Only those candidates who will qualify the written test and typing test will appear in the Personality Test/ Viva Voce Test

12. Merit list will be prepared on the basis of Marks obtained in the Written Test, Typing Test and the Personality Test/ Viva voce test.

13. Probation Period: 2 years

14. Candidates must fill only one online application for the post of Data Entry Operator.

Enclosures to be submitted in the space provided on the online application:

15. A latest scanned photograph and signature of the candidate.

16. A scanned copy of the Matriculation Certificate in proof of date of birth or Matriculation Mark sheet/ Grade Sheet in case date of birth is not mentioned on the Matriculation Certificate.

17. A scanned copy of Provisional/ Original Certificate of Graduation or equivalent degree certificate from recognized university.

18. A scanned copy of Diploma in Computer Application and certificate of Typing speed in English and Hindi from registered/ recognised institute

19. A scanned copy of Residential Certificate in the prescribed format as contained in the letter no. 4650 dated 02/06/2016 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of Sub-Divisional Officer in case the same is issued on 02/06/2016

<div align="center">Or</div>

The Residential Certificate in the prescribed format as contained in the letter no. 5752 dated 19/07/2019 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Circle Officer in case the same issued on 19/07/2024 and onwards.

20. A scanned copy of certificate relating to <u>No Objection</u> of employer, if candidate is serving in Government Institution/ Undertaking/ Central/ State University

21. Details regarding uploading of documents:

Sl.no	Document Name	Document Size	Format
1	Colour Scanned photograph of Applicant	10kb to 50kb (maximum)	JPG or JPEG only
2	Applicant's signature in black ink	10kb to 50kb (maximum)	JPG or JPEG only
3	Scanned certificates of applicant	10kb to 50kb (maximum)	JPG or JPEG only

Examination Fee:

22. Fee Amount
    a. Rs. 1000/- (One Thousand Only).

23. **Fee once paid will not be refunded in any circumstances**.

Important:

24. Online Application is to be filled up in English only.

25. Candidates are advised to go through the requirements of eligibility, ages etc. and satisfy himself/ herself that he/she is eligible before applying. Copies of supporting documents, along with their originals, will be sought from those candidates who qualify for Personality/ Viva-voce test. At the time of scrutiny, if any claim made in the application is not found substantiated, the candidature will be cancelled and no further claim will be entertained in this regard. Jharkhand State Open University's decision in this regard shall be final and binding.

26. The candidate must write his/her name, date of birth, father's name strictly as given in the Matriculation /10th Certificate, otherwise, his/her candidature will summarily be rejected/ cancelled at the time of scrutiny of application form/ document verification at the time of Personality Test/ Viva voce or at any stage / level it comes into the notice of the Jharkhand State Open University.

27. Application with illegible/ blurred photograph, documents and/or signature will be rejected.

28. Request for change/correction in any particular in the application, once submitted finally will not be entertained under any circumstances.

29. Incomplete application or application not conforming to the aforesaid prescribed requirements shall be rejected and further communication will not be entertained in the matter.

30. Candidate are not required to send the printout of duly filled application form or any documents to the Jharkhand State Open University, Ranchi. Candidates are advised to keep a printout of the duly filled application with himself/ herself for future requirement/reference.

31. Candidates are advised to retain with themselves the UTR (Unique Transaction Receipt) number, which will be generated on payment of prescribed examination fee.

32. Jharkhand State Open University shall have authority to postpone or cancel the recruitment process at any time.

33. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit

34. The decision of Jharkhand State Open University for recruitment shall be final and binding, and no communication shall be entertained in this regard.

35. The information regarding schedule of the Written Test and/or Typing Test, Venue and Date for downloading Admit cards will be announced later on, on the official website of the Jharkhand State Open University. No information shall be sent to any candidate individually.

36. The candidate shall download the Admit cards indicating the date of Written Test, Typing Test and Venue from the official website of the Jharkhand State Open University.

37. Canvassing in any form shall result in rejection of the candidature.

38. Typing Test shall be taken on Computer, which shall be provided by the examination authority.

SCHEME OF EXAMINATION OF WRITTEN TEST:

1. Examination Framework:

Paper	No. of Questions (MCQ)	Full Marks	Duration
Paper 1	100	100	2 hrs

2. Test Component:

   a. PAPER- 1

S.no	Test Component	No. of Questions	Marks
1	General Awareness	10	10
2	Reasoning Ability	10	10
3	Mathematical Ability	20	20
4	English Language	10	10
5	Computer Awareness	50	50
	Total	**100**	**100**