Haryana State Electronics Dev. Corp. Ltd.
Hartron Bhawan, Bays 73-76, Sector – 2, Panchkula
Phone No. 0172-2580096

Hartron/ICT-ET/2021/01
Requirement of Data Entry Operators

Hartron invites online applications for up-dation of panel of Data Entry Operators (On Job Work Basis):-

S#	Category	Requirement for District Offices	Computer Professionals to be taken on panel
1	Data Entry Operators	Ambala	20
		Bhiwani	20
		Charkhi Dadri	20
		Hisar	20
		Jind	20
		Karnal	20
		Kaithal	20
		Mewat	20
		Panchkula	100
2	Data Entry Operators (With 3 years' experience)	Panchkula	50

For more details kindly visit our website hartron.org.in. Interestedcandidates can apply online through our websites hartron.org.in w.e.f. 29.03.2021. The last date for online submission of application form is 07.04.2021. The test will be held at IDDC, Ambala & HMSDC, Gurugram centers only. Candidates can download the e-admit card from the website hartron.org.in from 16/04/2021 to till the date of test. No communication will be sent to individuals separately.

MD/AMD

Eligibility Criteria for Computer Professionals on Job Work Basis.

S#	Category	Qualification	Requirement for District Offices	Job work fee
1	Data Entry Operator	a) 10+2 (With 50% marks) or Graduation and 'O' Level or One year computer course. Or Three years Diploma in any stream/BCA/B.Sc (Comp. Sc./IT). Or Matric (50% marks) with Two years Diploma in Office Management and Computer Applications. Or Post Matric one year ITI course in stenography/NCVT in stenography (with 60% marks). b) Data Punching speed of 9000 key depressions per hour or 150 key depressions per minute.	Ambala Bhiwani Charkhi Dadri Hisar Jind Karnal Kaithal Mewat Panchkula	18,000/-
2	Data Entry Operators (With 3 years' experience)	a) 10+2 (With 50% marks) or Graduation and 'O' Level or One year computer course. Or Three years Diploma in any stream/BCA/B.Sc (Comp. Sc./IT). Or Matric (50% marks) with Two years Diploma in Office Management and Computer Applications. Or Post Matric one year ITI course in stenography/NCVT in stenography (with 60% marks). b) Data Punching speed of 9000 key depressions per hour or 150 key depressions per minute. c) Minimum 3 years' experience	Panchkula	18,500/-

A.   Merit list will be prepared District Wise
B.   Merit list will be prepared by giving equal weightage to online & typing test.