



**Government of Jammu and Kashmir
Agriculture Production Department**

ADVERTISEMENT

Application are invited from the eligible candidates, in the prescribed format, for engagement of a **Data Entry Operator** under the National e-Governance Plan for Agriculture Production Department. The engagement shall purely be on temporary basis for financial year 2015-16, which can be extended only after funds become available under the project for the next financial year. This arrangement however, shall not confer any right for claiming permanent posting thereof.

Essential Educational Qualification:-

1. Graduate with Diploma in Computer Applications or an equivalent qualification from a recognized institution.
2. Good knowledge of computers (data processing, office automation, Email)
3. Operation of large and small scale electronic data processing systems
4. Quick and accurate data entry operations in English & in regional language of the State; full command over office automation packages such as MS Office / Open Office; Should be able to handle basic hardware issues (including Operating System, Anti-virus, PDF etc.) relating to PCs, printers and switches
5. At least 1 year of experience is necessary

Age: Candidates between 18-40 Years of age can apply.

Consolidated Salary: Rs. 10,000/- (Lump Sum), Ten Thousand only.

No. of Posts: District wise

Sr.No	Districts	No. of Posts	Application to Submitted at the below given address
1	DHQ/CAO Jammu	3	Chief Agriculture Office Jammu
2	kathua	3	Chief Agriculture Office Kathua

3	Samba	1	Chief Agriculture Office Samba
4	Udhampur	4	Chief Agriculture Office Udhampur
5	Poonch	3	Chief Agriculture Office Poonch
6	Rajouri	2	Chief Agriculture Office Rajouri
7	Doda	1	Chief Agriculture Office Doda
8	Kishtward	1	Chief Agriculture Office Kishtward
9	Ramban	1	Chief Agriculture Office Ramban
10	Reasi	2	Chief Agriculture Office Reasi
11	DHQ/CAO Srinagar	5	Chief Agriculture Office Srinagar
12	Budgam	5	Chief Agriculture Office Budgam
13	Kupwara	4	Chief Agriculture Office Kupwara
14	Baramulla	8	Chief Agriculture Office Baramulla
15	Pulwama	3	Chief Agriculture Office Pulwama
16	Anantnag	6	Chief Agriculture Office Anantnag
17	Shopian	3	Chief Agriculture Office Shopian
18	Kulgam	1	Chief Agriculture Office Kulgam
19	Bandipora	4	Chief Agriculture Office Bandipora
20	Ganderbal	2	Chief Agriculture Office Ganderbal
	Total:-	62	

Mode of submitting application: The duly filled in application on the prescribed format should be sent by post or personally (against proper receipt) in the office of Chief Agriculture office of concerned District.

Last date for submitting application: 10-01-2016

Mode of selection: Practical skill test and interview, wherever required

Instructions to the Candidate:

- i. Application should be submitted in prescribed format only.
- ii. No TA/DA will be paid for attending Test/Interview.
- iii. Application form with Xerox copies of the supporting documents should be submitted. The Original certificates should be brought with at the time of interview.
- iv. Department will not be responsible for any postal delay or loss of application during transit.
- v. Local candidate should get priority however in case of zero response from the concerned district, the candidates from contiguous districts shall be preferred.

Application for the post of Data Entry Operator (DEO) for National e-Governance Plan for Agriculture in Agriculture Production Department.

The Chief Agriculture Officer



1.	Name (In CAPITAL LETTERS)	
2.	Father's/Guardian's Name	
3.	Gender	
4.	Date of Birth & Age	_____ Year _____ Month _____ Days
5.	Academic Profile	
6.	Name of Degree with Year of Passing	
7.	Other Qualifications	
8.	Technical	
9.	Detail of working Experience	Period (From -----to)
10.	Name of Institution/firm where worked	
11.	Residential address with postal code	
12.	Mobile No.	
13.	e-mail ID	

Declaration

I do hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Dated _____

Place _____

Signature of Candidate in full

Note:-

1. Attested/Self attested Photo copies of proof of Age, Educational Qualification, Computer Qualification, & Experience Certificate (if any) should be enclosed.
2. The application should be submitted to the office of the Chief Agriculture office of concerned District.
3. Application form can be downloaded from www.jkapd.nic.in