

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES.

- Minimum and maximum age limit shall be 18 years and 65 years respectively as on 01.04.2022.
- Eligible and interested candidates would be required to appear in the interview in the prescribed format which can be collected from school or downloaded from the website of the Vidyalaya.
- Before appearing, the candidates should ensure that they fulfill all the eligibility norms.
- No TA/DA will be admissible.
- She/he would be engaged till such time the regular staff joins or the end of the academic session, whichever is earlier.
- Canvassing in any form will disqualify the candidature of the applicant.
- Data Entry Operator engaged on contractual basis, would have no claim or right for appointment on regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalaya.
- Mere placement in the panel does not give any candidate a right for appointment on contract basis, as these appointments are purely need based.

EDUCATIONAL QUALIFICATION & EXPERIENCE

1	Data Entry Operator	i. Class XII pass or equivalent qualification from recognized board or university. ii. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. iii. Working knowledge of Hindi iv. Knowledge of Computer Applications
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REMUNERATION

Post	Consolidated monthly payment (in Rs) subject to terms and conditions as contained in KVS letter dated F No.11029/39/ 2011/KVS HQ/ Acad 21.03.2013 and subsequent clarification
Data Entry Operator	As Per KVS Norms