Roc.No. COORD/E-1924350/2023/ELECTIONS   Date. 20.12.2023.

1. Applications are invited from eligible candidates for appointment as Data Entry Operators (Elections) on Outsourcing basis in Revenue Department (West Godavari District)

2. CATEGORIES OF POST	EDUCATIONAL QUALIFICATIONS
(i) **Data Entry Operator (Elections)**	I. Any Bachelors Degree with Computer Science or B.Tech/BCA/MCA of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission.
	OR
	Any Bachelors Degree with PGDCA Certificate from recognized Institution

The eligible candidates have to apply through online only. The detailed information regarding eligibility and other instructions are available in the website: *https://westgodavari.ap.gov.in.*

3. **AGE:** The applicant should have completed (18) years of age as on **01.07.2023** and should not have completed (42) years of age on the said date.

4. **MONTHLY REMUNERATION**: -18,500/- per month as per **APCOS**.

5. Selection of candidates will be made on the basis of marks obtained in the qualifying academic examination i.e., "Bachelors Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission"

6. Thereafter, a further test shall be conducted i.e. **"Proficiency in Office Automation with usage of computers and associated software",** only for the short-listed candidates to assess the proficiency in Office Automation with usage of computers and associate software, before finalizing the selection list. Only those candidates who pass the qualifying test to assess "Proficiency in Office Automation with usage of computers and associate software" would be eligible for appointment to the relevant post

7. Approximate number of vacancies in the West Godavari district is given below. The vacancies given are subject to decrease or increase according to circumstances.

Vacancies of Data Entry Operator (Elections) posts in the West Godavari District

Sl. No.	Name of the Category/Post	No of Vacancies	Details of Vacancies	
			Category	Total Vacancies
1	Data Entry Operator (Elections)	3	ST (G)	3
Total Vacancies				3

10. Selection of an applicant by the competent authority carries with it no guarantee of actual appointment.

Terms and Conditions:

a) The application will be rejected for the candidate who attempts to influence the authority and who produces any certificates with wrong information.

b) The District Collector will be the authority to terminate / remove any **Data Entry Operators (Elections),** if any lapses are found after the appointment, without any notice.

Last Date for submission of application: - 24.12.2023

(This notification is issued with prior approval of the Collector & District Magistrate, West Godavari District, Bhimavaram)

For Collector,
West Godavari District,
Bhimavaram. 20/12/23