



NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Government of India - Ministry of Skill Development and Entrepreneurship

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12th April 2019

Subject: Walk In Test for Data entry cum DTP operators

NIMI requires the service of Data Entry & DTP work on contractual basis through external agency for the development of books. The terms and conditions are as under:

S.no	Name of Post	Period of engagement	Qualification(s)	monthly salary	Selection procedure
1	Date Entry operators / Desktop publishing	11 months	Essential A)Qualification: <ul style="list-style-type: none">12th /Any DegreeType Writing certificate lower/HigherType writing in English language B)Experience: <ul style="list-style-type: none">Minimum 1-2 years' experience in PageMaker & In design software C) Desirable: <ul style="list-style-type: none">Data entry for the manuscript developedDTP layout for the data entry madeProficiency typing in Hindi and other regional language	Rs.17,654/- and PF,ESI as applicable	A Walk-in for Skill Test will be conducted Candidate to report on any working days W.e.f 22 nd April 2019 to 21 st May 2019

Note:

1. Candidate attending the skill test would not be paid any TA/DA by NIMI.
2. The engagement is purely temporary through external Agency and it will not confer on him/her any claim for regular employment in NIMI ,
3. Candidate who fulfills the required eligibility conditions shall bring their original certificates and other documents on the date and time mentioned above in support of their claim in age, educational qualifications, experience etc..