

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

**Position: Data Entry Operator (RTE Complaints)**

**1. Tasks:**

- i. Rendering all assistance to the Project Officer (RTE Complaints) in the RTE Division, including , registering complaints, opening/organizing/ maintaining files, entering/uploading/ maintaining and generating data to the RTE Complaints Management System (RTE CMS) and to generate/reports from the same as and when required;
- ii. Any other work that may be assigned from time to time;

**2. Qualifications/Experience:**

- i. At least 12<sup>th</sup> pass.
- ii. Diploma in Computer (MS Office).
- iii. Having proficiency in working on Computer (MS office/MS Excell, Power Point) and Internet.

**3. Competencies:**

- i. Should be a quick learner;
- ii. Should have high level of motivation;
- iii. Should be able to work within deadlines;

**4. Period of assignment & remuneration.**

- i. The engagement would initially be up to 31.3.2012 (extendable further based upon necessity and satisfactory performance).
- i. The monthly remuneration would be Rs. 13,500/- (consolidated).

**5. Terms & Conditions:**

- i. The above position is to be filled up purely on contract basis. The selected candidate on engagement shall enter into a contract with the Member Secretary (NCPCR), having the details of the terms of engagements, before formal engagement.
- ii. Entitlement of re-imbursement of TA/DA as per the applicable rules;
- iii. Entitlement of one day leave per month as per the NCPCR's Leave Policy;
- iv. The continuance of consultancy contract will be subject to the satisfactory performance and assignment can be terminated without giving any reason on one month's notice or with payment of one-month salary in lieu thereof. He/ she may be free from contractual obligation with an advance notice of 1 month for quitting the assignment or by making payment of one month's remuneration for it.
- v. The incumbent is required to furnish a monthly work report outlining the task undertaken, on the 1<sup>st</sup> working day of every month without fail so as to release remuneration by the Administrative Section.

**6. How to apply:**

The expression of interest with updated CV, indicating the post(s)/position(s) for which the candidate is applying for, should reach the Member Secretary, NCPCR, Chanderlok Building (5th Floor), 36 Janpath, New Delhi-110 001. Fax: 011-23724026, E-mail: [lov\\_56@yahoo.com](mailto:lov_56@yahoo.com) by 09.01.2012. The Commission reserves the right to consider/not to consider any or all the applications received and /or relax any conditions in exceptional circumstances.