

**APPOINTMENT OF DATA ENTRY OPERATOR FOR THE PROJECT AUDITING UNIT**  
**OF NATIONAL GAMES SECRETARIAT**

The National Games Secretariat, under Directorate of Sports & Youth Affairs invites applications for appointment as Data Entry Operator for the Project Auditing Unit on contract basis:-

**I. Number of Vacancies, Educational Qualification, Experience and Age:**

Number of Vacancies	ONE
Educational Qualification	1. An University Graduation Degree with at least a Second Class 2. Lower Grade Certificate in KGTE Malayalam 3. Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent
Experience	Minimum 2 years experience.
Age	Not to exceed 40 years

**II. Period of Contract**

The above post is temporary in nature, initially for a period of 7 months for the Project Auditing Unit constituted for the statutory dissolution of National Games Secretariat.

**Remuneration:**

Consolidated Pay (per month)	Rs. 20000/-
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**III. Method of Selection**

The applicants shall be informed to attend a Personal Interview to be held at **the office of Directorate of Sports & Youth Affairs, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram.**

**IV. How to apply**

- a. Applicants shall submit their Bio-data and copies of all certificates in sealed cover by post / by hand to the **Office of Directorate of Sports & Youth Affairs, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram – 695033 before 05.07.2022**

- b. **“Application for the post of Data Entry Operator for the Project Auditing Unit of National Games Secretariat”** shall be written on the envelope.

**V. General**

- I. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting the applications.
- II. If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature / appointment is liable to be cancelled / rejected.
- III. No TA/DA will be paid to the candidates for attending the selection
- IV. The vacancies are purely on contract basis for the period specified and National Games Secretariat is not liable to offer appointment during or after the completion of contract period of the selected candidates
- V. Persons convicted for criminal offences shall not be considered.
- VI. For any further clarification, please contact the office in person.

**Sd/-**

**Chief Commissioner & Principal Co-ordinator  
National Games Secretariat**