

Rc.No.1314(2)/A5/2014

Dt: 9-05-2014

Sub : Rajiv Vidya Mission (SSA), Prakasam District – Re-engaging the Service of Data Entry Operators for the year 2014-15 – Instructions – Issued – Reg.

- Ref:1) Prog.Rc.No.5730/RVM(SSA)/C4/2010, Dt.29.04.2013 of the State Project Director, RVM(SSA), AP, Hyderabad.
2) Prog.Rc.No.5730/RVM(SSA)/C3/2010, Dt.28.04.2014 of the State Project Director, RVM(SSA), AP, Hyderabad.
3) Prog.Rc.No.5730/RVM(SSA)/C4/2010, Dt.25.04.2013 of the State Project Director, RVM(SSA), AP, Hyderabad.
4) Prog.Rc.No.5730/RVM(SSA)/C4/2010, Dt.18.04.2013 of the State Project Director, RVM(SSA), AP, Hyderabad.

ORDER:

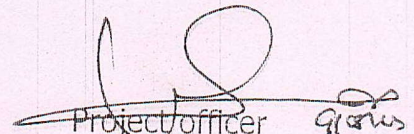
In references 1st to 4th cited, the state Project Director, RVM (SSA), AP, Hyderabad has instructed to re-engage the data entry operators for the year 2014-15 on contract basis basing on their performance assessed by Mandal level committee as per following criteria.

- Punctuality in attending office
- Confidentiality maintenance
- Understanding manual scripts
- Knowledge in Ms office
 - Preparation of word documents
 - Working with excel sheets
 - Power point presentations
- Internet usage
 - Creating mail ID and accessing mails
 - Downloading & uploading data through mails
 - Web search
- Typing knowledge in both Telugu and English with speed and without spelling mistakes
- Maintenance of files in system and file retrieval
- Preliminary knowledge in hardware(Optional)

All the Mandal Educational officers are requested to take necessary action on above said matter and submit the report to undersigned within 5days from the date of receipt of the proceedings without fail.

This is most urgent and given to priority.

Encl:
Agreement proforma


Project officer
Rajiv Vidya mission (SSA)
Prakasam district