VIKRAMA SIMHAPURI UNIVERSITY
NELLORE – 524 324

NOTIFICATION FOR RECRUITMENT OF DATA ENTRY OPERATORS AND PROGRAMMERS ON THE TEMPORARY BASIS

1. Applications are invited through Offline for recruitment to the temporary posts of Data Entry Operators and Programmers in VSU Campus, as part of '**Earn while Learn**' programme, the students studying in VSU campus in the first and second year of PG (Data Entry) and Ph.D (Programmer) will be given preference.

2. The Applicants applied for the post of Data Entry Operators or Programmers should submit their applications to "The Registrar, Vikrama Simhapuri University, Nellore 524324" by post along with necessary documents of their educational qualification.

3. The proforma for filling application available in the University website www.vsu.ac.in

4. Last date for submission of the application is 17.10.2024.

5. University has full rights to fill or not fill all the vacancies or any vacancy and also cancel the notification without intimation to the candidates.

Name of the Post (Vacancies)	Education Qualifications	Job Description
Data Entry Operator (08)	1. Any Graduate having computer knowledge in MS office 2. **They must also be able to type at least 15,000 key depressions per hour**	1. Efficiency in Typing. 2. Knowledge of Basic Software 3. Communication Skills- Verbal and Written. 4. Operating Knowledge of Standard Office Equipment 5. They have to transfer paper formats into computer files or database systems. 6. They have to work with Google Spreadsheets, Google forms
Programmer (04)	1. Must possess a First Class Master's Degree in Computer Applications, or M.Tech Computer Science & Engineering from any recognized University in India 2. **Experience:** Must have a minimum experience of three years in the Development of Application Software in any of the Computer Languages C, C++, Java, Python using any Relational Database	1. Efficiency in Computer Programming. 2. Knowledge of different computer languages to design software 3. Communication Skills- Verbal and Written. 4. They have to transfer paper formats into computer files or database systems. 5. Working knowledge of various RDBMSs 6. Working knowledge of Google Spreadsheets, Google forms

REGISTRAR (I/c)

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FORM OF PARTICULARS TO BE SUBMITTED BY THE CANDIDATE

1.	**Application for the Post of**	:	**Data Entry Operator / Programmer**
2.	Name of the Candidate	:	
3.	Name of the Father	:	
4.	Date of Birth	:	
5.	Age	:	
6.	Gender	:	
7.	Community	:	

8. Educational Qualifications

Qualification	Class	% of Marks	Month & Year of pass	Board / University
SSC				
INTER				
DEGREE				
PG				

9.	Experience	:	
10.	Skills Acquired	:	
11.	Address for Communication	:	
12.	Mobile Number	:	
13.	e-Mail ID	:	
14.	Course of Present study	:	

I declare that, the above mentioned details are true to the best of knowledge and belief.

Signature of the Candidate