



**HARTRON INFORMATICS LIMITED**  
(A wholly owned subsidiary of HARTRON)  
Hartron Bhawan, Bays No. 73-76,  
Sector-2, Panchkula, Phone: 0172-2563076

### INVITING IT PROFESSIONALS

We are looking for self motivated, confident dedicated and committed computer professionals for empanelment to be deputed on job work basis in various State Government Departments/ Boards/ Corporations at **Mewat District**.



**Data Entry Operator**  
(Job work/contract fee per month Rs. 10,000/-)

**Applications  
invited for Mewat  
only**

i) 10+2 (with 50% marks) & 'O' Level/one year Diploma/ Course in Programming Asstt. / Comp. Application/NCVT Certificate (with 50% marks) Or Graduate & 'O' Level/one year Diploma/Course in Programming Asstt. / Comp. Application/NCVT Certificate (with 50% marks) Or Three Years diploma in Modern Office Practices/Office Management & Computer Applications/ Comp. Engg./ Electronics & Comm. Engg./BCA (with 50% marks) Or Two years diploma in Office Management & Computer Applications (with 50% marks) Or Post Matric one year ITI Course/NCVT in stenography (with 60% Marks) and ii) Data Punching speed of 8000 key depressions per hour or 133 key depression per minute.

Last Date for Submission of Forms  
12.03.2014

Computer Professionals interested in taking up job-work assignment for Data Entry Operator for Mewat District may collect and submit forms at IDDC, Staff Road, Ambala Cantt. , Hartron Approved Workstation at Mewat (Nuh) and Hartron Bhawan, Panchkula on payment of Rs. 100/-. The eligible candidates fulfilling the above qualifications may visit **along with original certificates** for computerized test on **28.03.2014** at 9.30 AM at **Hartron Approved Workstation Nuh by pass, 44, Ft. Lenter Road, Kumar Mohalla, Near Khanjada Wali Masjid, Nuh, Distt. Mewat .**

The forms can also be down-loaded from our Website **www.hartron.org** and be forwarded on the above places alongwith Demand Draft of Rs.100/- in favour of Hartron Informatics Limited payable at Chandigarh. The duly completed form (**enclosing relevant certificates in proof of qualifications**) **alongwith two recent passport size photographs** should reach upto **12.03.2014**. **The incomplete form will not be considered. The Candidates should bring original photo identity card at the time of test.**

**The candidates are advised to visit the website of the Corporation i.e. www.hartron.org for further details & latest updates. No communication will be sent to individuals.**