

1/321728/2023



**Government of Jammu & Kashmir
Department of Ecology, Environment & Remote
Sensing**

Paryavaran Bhawan Transport Nagar Gladni, Narwal Jammu-180006(0191-2474553/
SDA Colony Bernina, Srinagar-190018(0194-2494585)

**Subject:- Re-advertisement for Recruitment for Data Entry
Operator vacancy under EIACP Project.**

NOTICE FOR ENGAGEMENT ON TEMPORARY BASIS

**Notice No. 154 (DEERS) of 2023.
Dated: 22 - 12 - 2023.**

The Department of Ecology, Environment and Remote Sensing, J&K, invites applications for engagement on temporary basis for the post of Data Entry Operator under the EIACP Project initially for a period of one year only or co-terminus with the project, whichever is earlier.

The eligibility, experience, monthly emoluments and number of positions is as provided below:

POSITION/Nos./Emoluments	Eligibility Criteria
1. Data Entry Operator No of positions: 1 Emoluments: ₹ 16,000/=PM	Eligibility: Graduate, good knowledge of Computer Technology (Website Development, designing, internet, publication etc.) with One years experience / XII passed with good knowledge of Computer Technology with two years experience /GSDP Certified Youth.

Note: Candidates in their own interest should satisfy themselves, before applying for the above position, that they are eligible for the position applied for viz, requisite qualification and requisite experience. There shall be no change in the eligibility criteria and terms/conditions.

General Conditions

1. Only eligible candidates, satisfying above criteria who are domicile of J&K should send the scanned copies of documents/certificates (viz, duly filled Application form - Annexure-A, Domicile certificate of J&K, Qualification Certificate, Experience, etc.) by or before 10/01/2024 **via email to admdeers@gmail.com.**
2. On account of resignation of the incumbent Data Entry Operator, the post of **Data Entry operator** is re-advertised and the advertisement/appointment shall be subject to outcome of writ petition titled Amreen Yousuf & Anr Vs U.O.I & Ors.
3. The candidates who have applied for the designation advertised vide Notice no. 3 of 2022 Dt 31/12/2022 are required to apply afresh and the previous applications will not be considered.
4. The list of the screened candidates eligible for evaluation will be uploaded on the department's website.
5. Candidates called for test, will have to produce all relevant original documents along with a set of self-attested photocopies at the time of interview. If any information furnished is found to be wrong/false/suppressed the facts at any stage of the recruitment process, the candidate will not be allowed for Interview, and if selected/ appointed, he is liable to be terminated without assigning any reason.
6. No TA/DA will be paid for attending the interview.
7. The detailed terms & conditions, application form can be downloaded from the departmental website www.jkdeers.com.
8. Candidates in their own interest are requested to frequently check the departmental website for updates.

TERMS AND CONDITIONS: -

1. This is purely temporary project-mode engagement and will not confer any right to regularization or permanent appointment.
2. Only short-listed candidates will be called for Interview.
3. The engagement is for a period of **1 year** or co-terminus with the project as per availability of funds.
4. Candidates with experience from Private Organization having worked for government projects should get the experience certificate countersigned/stamped from the concerned Government Department for which the Project was undertaken. The experience certificate should clearly depict the work assignments performed. The experience claimed shall have to be supported by certificates issued by the concerned employer stating clearly the number of months of experiences in the relevant field, **candidates having relevant experience in the private sector should produce**

I/321728/2023

relevant experience certificate from the employer in the relevant field along with last pay details.

5. The performance of project mode staff shall be monitored **monthly** by the Coordinator, if in his opinion, the performance of the engagee is not found up to the mark or is inefficient, or found guilty of any insubordination, intemperance of any other misconduct, his/her engagement shall be liable for termination without any further notice.

6. The services shall stand terminated at the end of the term of the contractual engagement without any notice.
7. The emoluments shall be released only as and when the funds are made available by the sponsoring agency/Govt.
8. The Project-mode engagee shall submit himself/herself to the Orders of the Government and the Principal Investigator/Scientist In-charge under whom he /she may be placed from time to time by the government.
9. The Department will pay the project-mode engagee a consolidated amount as per the engagement Order as long as he/she shall perform the duties.
10. The Project-mode engagee shall be entitled to 4 days casual leave for five-month period or as per Government instructions issued from time to time.
11. In case an engagee remains absent from duty beyond 04 days at a stretch without any valid reason, he /she shall cease his/her engagement.
12. In case, the selected candidate is working in any other Government Department or private Organization he/she shall have to obtain a NOC from the employer within 2 days from the date of engagement without which he/she shall not be allowed to join.
13. If the project-mode engagee at any time will-fully neglects or refuses to perform his/her duties, the appointing authorities shall immediately terminate his /her project-mode engagement without any notice and he/she shall not be entitled to any remuneration for such period.
14. The engagee(s) may be required to travel throughout the UT for conducting field surveys. In case Government boarding/lodging/transportation is not made available to the engagee during such tours, then a lump sum amount of Rs. 350/= per day for boarding/lodging and shared taxi fare shall be paid to them for making their own arrangements. In case the travel is within 50 kms and does not involve any night stay, then the lump sum amount of Rs. 150/= shall be reimbursed per day as to and for convenience charges to be duly certified by the concerned Principal Investigator of the Project. For engagees travelling to their home districts only TA will be paid.
15. If, the engagee requires to travel outside the Jammu & Kashmir (UT) for attending Project related trainings, workshops, etc., outside their provincial headquarter, he /she shall be paid shared taxi and AC 2-tier train fare plus lump sum amount of Rs. 700/= as lodging, boarding and local transportation charge per day. However, in case, these facilities are provided by the sponsoring agency, then same shall not be reimbursed.
16. The engagee will not be entitled to any Dearness Allowance, HRA, CCA, Medical Allowance, Bonus, LTC, Retirement Benefits, Provident Fund, etc.
17. In case, an applicant succeeds in getting selected by supplying false/concocted information or any unfair means, his appointment shall be liable to be cancelled by the Principal Investigator of the

1/321728/2023

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18. Project at any time and all dues paid to him would be recovered.
The engagee(s) shall deposit the details of J&K Bank Savings Account only for credit of monthly emoluments through RTGS.

I/321728/2023

19. The engagee(s) shall be required to submit personal contact number, copy of Aadhar Card for registering on Biometric Attendance System.
20. In all matters in respect of which no provision has been made in this appointment order or relating to the interpretation of terms and condition(s) of this Notification, the decision of Director, DEE&RS shall be final and binding.
21. The appointee will have to work with the department from the date of his/her joining the duty and to affirm this the appointee has to execute/sign a notarized affidavit/bond with the appointing authority stating categorically that he/she accept the above terms and conditions (with the exception, if candidate gets a permanent government position/job).

SELECTION PROCEDURE

The qualification prescribed is the minimum requirement and possession of the same doesn't automatically make the candidates eligible to be called for interview. The criteria for marking in interview will be decided by the selection committee. A duly constituted Screening Committee shall screen the applications received for the posts based on the given eligibility criteria and may fix criteria as it may consider necessary for short listing the candidates for interview. The eligible candidates shall be subjected to interview by the Selection Committee to be constituted for the purpose. On the basis of marks obtained in the Interview the aggregate merit of the candidates shall be formulated for the final selection.

Sd/-
Director, DEE&RS,
J&K.

Copy to:

1. The Joint Director, Information Department, J&K, Jammu/Srinagar with request to give wide circulation in the local print media at Jammu and Srinagar on urgent basis.
2. The Principal Investigator/Jr. Scientist In charge, EIACP, Dept. of Ecology, Environment & Remote Sensing, J&K, for information and necessary action.
3. The Accounts Officer, Dept. of Ecology, Environment & Remote Sensing, J&K, Jammu for information and necessary action.
4. The PA to Director for uploading the notice on the departmental website.

Administrative Officer
DEERS, J&K.

ANNEXURE-A
Form of Application for Temporary/Project-Mode position under EIACP
Project

Space
For
photograph

“ _____ ”

1. Name of the Vacancy.....
2. Recruitment Notification No.....Dated.....
3. Full Name of the candidate (in Block Letters):

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4. Parentage

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5. Permanent Address.....
 Tehsil.....Distt.....State.....
6. Present Address.....
7. Contact No..... email id.....
8. Date of Birth Day.....Month.....Year.....

9. Details of educational/professional qualification from post-graduation onwards in Chronological Order.

Session	Examination	Examination Body	Subjects Offered	Result/award	%age of marks

10. Experience if any:

Period		Organization		
From	To	Name & Address	Central/State/Private	Job description

I/321728/2023

11. I hereby declare that:-

- a. The statements in this application form are true to the best of my knowledge and belief.
- b. I have never been debarred from appearing in any examination/interview.
- c. I have never been arrested/prosecuted or involved in any criminal case.
- d. I understand that any willful misrepresentation of facts and concealment of information shall result in the cancellation of my candidature and may also debar me from applying for future selection.
- e. I have carefully read all terms and conditions and the same are acceptable to me.
- f. I shall accept the selection to be made by the selection committee which will be binding on me.

Signature of the candidate.