

भारत सरकार
कार्पोरेट कार्य मंत्रालय
कार्यालय शासकीय समापक,
दिल्ली उच्च न्यायालय,
आठवा तल, लोकनायक भवन,
खान मार्केट, नई दिल्ली-110003



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE OFFICIAL
LIQUIDATOR, HIGH COURT OF DELHI
8TH FLOOR, LOKNAYAK BHAWAN,
KHAN MARKET, NEW DELHI 110003
Website: www.mca.gov.in
www.delhiol.com
Ph: 24693393-24693394

No: OL/D/Data Entry Operator/2023/121

Dated: 15.09.2023

NOTICE

Pursuant to the order dated 06.09.2023 of the Hon'ble High Court of Delhi, Official Liquidator attached to the High Court of Delhi invites applications/Bio Data of eligible candidates for the post of Data Entry Operator, with the following details: -

1.	Name of the Post	Data Entry Operator
2.	Number of Posts	04 (Four)
3.	The Place of posting	Office of Official Liquidator attached to the Delhi High Court, 8 th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003.
4.	Nature of Posting (Whether contractual or regular)	Contractual Basis
5.	The period of engagement of services	For Eleven Months
6.	The nature of duties	Data download and upload, generation of reports etc.
7.	Educational Qualification	10+2 Pass from recognised board.
8.	Essential/Technical Qualification	<ul style="list-style-type: none">• Typing speed of 40 W.P.M. in English• Having diploma in Basic computer information from a recognised institute.
9.	Age	Age not above 30 years as on 01.10.2023
8.	Monthly consolidated remuneration	Rs. 25,000/- per month (Consolidated)
9.	Any other service benefits in addition to monthly remuneration	Not any.
10.	Last date of submission of Application	29.09.2023

Mode of applications:

- File original application alongwith your academic qualification and experience, if any at the receipt counter of this office at the above-mentioned address.
- Only eligible candidates will be contacted for typing test & interview by email only.

Note:

1. The above said post(s) is purely on contractual basis.
2. No separate call letter will be sent.
3. No TA/DA will be provided for attending typing test/interview.
4. Kindly bring original and self-attested copies of Bio-Data and all testimonials at the time of interview for verification.
5. The Official Liquidator, Delhi has right to cancel the candidature if fails in above said obligations while applying.


(S. Meenakshi)
Official Liquidator,
Delhi High Court