

**DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED**  
**(AN ENTERPRISE OF GOVT. OF NCT OF DELHI)**  
**2<sup>nd</sup> Floor: Maharana Pratap, I.S.B.T. KASHMERE GATE, DELHI**

F. No. DTIDC/Admin/KG/2024-25/01/8072

09/02/2026

**SUBJECT : ADVERTISEMENT FOR THE POST OF DEO (DATA ENTRY OPERATOR) ON CONTRACT BASIS (03 POSTS)**

DTIDC, an enterprise of Govt. of NCT of Delhi, having its office at 2<sup>nd</sup> Floor, Maharana Pratap, ISBT, Kashmere Gate, Delhi - 110006, invites applications for the following Post on contract basis.

Ser No	Name of the Post	Mode of Recruitment	No of Vacancies
1	Data Entry Operator	Contract basis	03

1. The details are as under:-

Ser No	Name of the Post	Recruitment Rules
1.	Date Entry Operators	Terms & Conditions for appointment of Date Entry Operators(DEO):  <b>1. Qualifications.</b> (i) Graduation in any field from any recognized university/Institution. (ii) Certificate/Diploma in Computer application at least 06 months. (iii) English typing with a good speed i.e. 35 WPM. (iv) Knowledge of Hindi & English. (v) Proficiency in Working on MS Office.  <b>2. Post Qualification Experience.</b> At least 02 years' experience of working with Govt./Autonomous Bodies/PSU etc./reputed private sector companies etc.  <b>3. Age Limit.</b> Below 35 Years AS on 09/02/2026.  <b>4. Wages (PM)</b> Rs 25,500/- (Basic)+DA as admissible.  <b>5. Tenure.</b> Initially for a period of one year and further extendable on the basis of performance report yearly.

### How to Apply

2. The prescribed application form (attached as Annexure 'A'), duly filled in all respects along with self-attested copies of documents supporting the eligibility criteria, should be submitted in a sealed envelope superscribed as "**Application for the post of Data Entry Operator (DEO) on Contract Basis**" and must reach the office of the Executive Director, DTIDC Limited, 2nd Floor, Tower Block, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006. The duly filled application form will be accepted through **offline mode only** within **7 working days** (Saturday and Sunday closed) from the date of advertisement in the newspaper, i.e., **up to 06:00 PM on 18/02/2026**. Incomplete applications received after the prescribed date shall be **summarily rejected**.

### 3. Crucial Date.

Crucial date for deciding eligibility (viz. age, length of service/experience, etc.) of the Candidates shall be 09/02/2026.

### 4. Others.

- (a) Regarding any change or amendment in these vacancies, a circular will be posted on the DTIDC website only.
- (b) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons thereof.
- (c) No TA/DA for interview shall be admissible.

Sr. Manager (Admin,  
DTIDC

F. No. DTIDC/Admin/KG/2024-25/01/8032

09/02/2026

### Copy to:-

1. PA to MD, DTIDC-for information please.
2. PA to ED, DTIDC-for information please.
3. IT In-charge/Asst. Programmer (T), DTIDC With the direction to upload the PDF copy of above on website of DTIDC.
4. Concerned File.

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## APPLICATION FORM

**Post Applied for :**

1. Name :
2. Father's Name :
3. Date of Birth :
4. Gender :
5. Contact no. :
6. Aadhar (UID No.) :
7. Pan Card Number :
8. Email address :
9. Present Postal Address :
10. Permanent Address :

PASTE LATEST  
PASSPORT SIZE  
PHOTOGRAPH  
HERE

**11. Education Qualification :**

S.NO.	EXAM PASSED	YEAR OF PASSING	BOARD/UNIVIERSITY	MARKS OBTAINED/ MAX. MARKS	PERCENTAGE OF MARKS

**12. Professional / Technical Qualification, if any :**

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**13. Work/ Posting & experience details:**

S.No.	Name of Govt. Company/Institution/ entities.	Dept./ other	Post Held	PERIOD	
				From	To

**14. Place of present posting/ Works/ Assignment :-**

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**15. Details of achievements in Service Career** \_\_\_\_\_**16. Details of training undertaken** : \_\_\_\_\_**17. Any other information like to share** : \_\_\_\_\_**Declaration :**

I, ..... have gone through the guidelines issued by DTIDC website and hereby declare that information provided by me in the application form is true to the best of my knowledge. Further, I also undertake that I am not involved in any social dispute and no criminal case is pending against me in any Court of Law in India.

(Signature of Applicant)

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Note:- Applicants are requested to attach complete copies of relevant documents/ certificates etc. with the application form.**