

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

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

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 2nd 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	<p>Terms & Conditions for appointment of Date Entry Operators(DEO):</p> <p>1. <u>Qualifications.</u></p> <p>(i) Graduation in any field from any recognized university/ Institution.</p> <p>(ii) Certificate/Diploma in Computer application at least 06 months.</p> <p>(iii) English typing with a good speed i.e. 35 WPM.</p> <p>(iv) Knowledge of Hindi & English.</p> <p>(v) Proficiency in Working on MS Office.</p> <p>2. <u>Post Qualification Experience.</u></p> <p>At least 02 years' experience of working with Govt./Autonomous Bodies/PSU etc./reputed private sector companies etc.</p> <p>3. <u>Age Limit.</u></p> <p>Below 35 Years AS on 09/02/2026.</p> <p>4. <u>Wages (PM)</u></p> <p>Rs 25,500/- (Basic)+DA as admissible.</p> <p>5. <u>Tenure.</u></p> <p>Initially for a period of one year and further extendable on the basis of performance report yearly.</p>

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 (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

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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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DTIDC)

Annexure "A"

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 :

11. Education Qualification :

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HERE

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

12. Professional / Technical Qualification, if any :

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 :-

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.