

**Government of India**  
**Ministry of Environment, Forest & Climate Change**

Ministry of Environment, Forest & Climate Change (MoEF&CC) is looking to engage services of one DATA ENTRY OPERATOR in the Monitoring and Coordination Cell of the EE Division of the Ministry purely on contract basis. Details of post and terms and conditions as well as period for engagement, eligibility, experience, etc. are as under:

S.No	Designation	Educational Qualification	Duty Responsibilities	Consolidated remuneration per Month
I. i	Data Entry Operator	Higher Secondary pass with two-year working experience in Government/ Public sector.  Knowledge of computer typing / MS Office.	<ul style="list-style-type: none"><li>• Assistance in collation of data and report Preparation.</li><li>• Scan documents and print files, when needed.</li><li>• Processing of bills/receipts etc.</li><li>• Any other work assigned by the officer,</li></ul>	Rs 18000/- p.m. ( with no D.A., HRA, CCA or any other relief)

**Note: Recruitment will be initially for one year and may be extended if the work is found satisfactory.**

Submission of applications: Eligible candidates may apply in prescribed format in e-mail ID [nationalgreencorps@gmail.com](mailto:nationalgreencorps@gmail.com) within 15 days from the date of publication of the advertisement in the Ministry's Website.

## Application Format Instructions for filling the form

Photograph

1. **Post:**
2. **Name:** (As in Class 10th/High School Certificate)
3. **Father's Name:** (As in Class 10th/High School Certificate)
4. **Address:** (For correspondence with PIN code in full)
5. **Date of Birth:** (Date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate).
6. **Contact Number:** (Landline phone number, if any, with the relevant STD/ISD Code (enter only numbers e.g. 01123042421).
7. **Mobile Number:** 10 digit mobile number correctly (without pre-fixing ZERO).
8. **E-mail ID:** Correct and valid e-mail ID.
9. **Educational Qualifications:** —

S.No	Board/University	Educational Qualification	Year of Passing	Percentage of Marks obtained CGPA/GPA

10. **Knowledge of Computer if any:** —

11. **Essential Work Experience:** —

- Application will be accepted in valid email **[nationalgreencorps@gmail.com](mailto:nationalgreencorps@gmail.com)** only.
- The last date of submission of application in email will be 15 days from the date of publication of the advertisement in the Ministry's website.
- No other mode of application will be accepted.
- Candidates are advised to indicate their active and valid e-mail IDs.
- Ministry does not assume any responsibility if any candidate is not being able to email his/her application on account of technical reasons or for any other reason beyond the control of Ministry.
- Candidates are strongly advised to apply well in time without waiting for the last date.
- Incomplete/ambiguous application will be summarily rejected.