



GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
(RAILWAYS BOARD)



ToRs Data Entry Supervisors & Data Entry Operators

Ministry of Railways Government of Pakistan intends to hire the following Skilled Human Resource on a temporary basis for the period of one (1) month or completion of the task, whichever is earlier for archiving and uploading data and files on MoR Systems on an attractive remuneration package:

<p>Post Name: Data Entry Supervisor Qualification: Graduation/Diploma in computer science. Age: Maximum age 45 Experience: 6 Years Nature of Work/ToRs:</p> <ul style="list-style-type: none">➤ Supervision of all work of archiving and uploading of data.➤ Quality/Counter Checking before uploading of data.➤ Ensure maintenance of record index against all data uploaded.➤ Ensure the availability of the data entry operators.➤ Maintaining the record of the data team wise.➤ Daily Report to officer deputed from Railways.	<p>Post Name: Data Entry Operator Qualification: Graduation/Diploma in computer science. Age: Maximum age 35 Experience: 3 Years Nature of Work/ToRs:</p> <ul style="list-style-type: none">➤ Biniding and unbding of files.➤ Quality/Counter Checking before uploading of data.➤ Archiving and uploading of data.➤ Maintaining the record data uploaded.➤ Daily report to Data Entry Supervisor.➤ Responsible to uploaded a minimum of 900 pages (100 sets) per day.
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General ToRs:

- The candidate must have his/her laptop in working condition.
- The appointment will be purely on contract for the period of one (1) month.
- Data Entry Supervisors/Data Entry Operators are not subject to claim any permanent position.
- First Pay for work will be given after 15 days and later on weekly basis. The full amount will be made after completion of Task
- One week pay will be held and will be provided at the end of the assignment.
- Candidates must have their laptops/computers with them.
- No TA/DA will be given.
- The place of posting will be Islamabad.

Selection Criteria:

- Qualification
- Experience
- Interview Marks

Interested candidates who fulfil the above mentioned criteria may come for a walk in interview on 21-10-2021 and 22-10-2021 at Railway Rest House, H-8-2, H-8, Islamabad.

Director Establishment

Ministry of Railways

directab@railways.gov.pk

051-9203068

WALK IN INTERVIEW

Ministry of Railways Government of Pakistan intends to hire the following Skilled Human Resource on a temporary basis for the period of one (1) month or completion of the task, whichever is earlier for archiving and uploading data and files on MoR Systems on an attractive remuneration package:

- i. Data Entry Supervisors*
- ii. Data Entry Operators*

***Note: Possession of a fully operational laptop is a must.**

TORs and Selection Criteria can be found at www.railways.gov.pk. Interested candidates who fulfil the criteria may come for a walk in interview on 21-10-2021 and 22-10-2021 at Railway Rest House, H-8-2, H-8, Islamabad between 10:00 am to 5:00 pm (both days).

Director Establishment

Ministry of Railways

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