

For Office Use Only

Post Code: PMU-Computer Operator-March-11

Application No. _____

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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN
MAHARASHTRA (CAIM)**

Application Form for the post of Computer Operator in
the Office of Programme Management Unit
(Post Code – DPMT- Computer Operator –March-11)

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) (Age as on 01-03-2011)	
Address for Communication	
Contact Information:	Landline _____ Mobile _____ Email _____
If selected, Notice period:	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

(C) Competency:

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position.(e.g. : Project management,Leadership,Team work, Negotiator/communicator, Facilitator of Change , Performer etc.)

(D) Experience

Please list beginning from most recent

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

(E) Experience Relevant to the Post Applied:

E) References with contact details:

1.
2.

(F) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

(Signature of the Applicant with Date)

Other Information related to the Post of “Computer Operator” in the Office of PMU

(1) Eligibility Criteria (PMU- Computer Operator)

The essential qualifications for the position include any Graduate degree with additional skills in Computer Operations including skills in database management or Appropriate Diploma or MCA with at least 2 or 3 year Experience. Preference will be given to candidates having experience in working with rural development projects

(2) Job Profile

The Computer Operators will be responsible for updating all project related database and provide support to the respective Units in performing their roles more effectively. They will work in collaboration with their colleagues and report to their respective head.

(3) Remuneration (PMU-CO)

Maximum Rs. 3.12 Lakhs per annum (Consolidated)
