



**MAHATMA PHULE KRISHI VIDYAPEETH, RAHURI**  
**DIST.- AHILYANAGAR-413 722**  
**OFFICE:- STUDENT'S WELFARE OFFICER**

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Add.-Dr.Annasaheb Shinde College  
of Agril. Engg.& Tech. Building  
MPKV, Rahuri Dist. Ahilyanagar.

No. SWO/MPKV/Notification /Data Entry Operator/ 115/2025

Date: 10/02/2025

**NOTIFICATION**

**Ref. No. Dean/Education/T-2/2099/2025 dated 07.02.2025**

Applications are invited for following temporary post on purely contractual basis for 6 months period under the Students Welfare Officer, MPKV, Rahuri.

Sr. No.	Details of Contractual Post to be filled	No. of Posts	Qualification/ Minimum Eligibility	Emolument Per Month	Duration
1.	Data Entry Operator	01	<b>Essential:</b> 1)Any Graduate with proficiency in Computer Applications 2)Typing-Marathi-30 WPM & English - 40 WPM 3)MSCIT pass certificate 4)Four (4) years of experience in University /State/Central Govt. Project/Contract/ Scheme. <b>Preference Desirable:</b> Sports and NSS related work in University.	Rs. 18000/- (Consolidated)	<b>Purely on temporary basis for 6 months</b>

**Terms and conditions:**

1. The placement of Data Entry Operator will be made initially on contractual basis for six months.
2. Candidates called for the interview for the position of Data Entry Operator will not be entitled for TA/DA.
3. He / She shall perform all duties regarding preparation of Marathi-English letters with collection of Board of Sports reports, quarterly & Annual Reports, office PPTs, Account Work, State level & AIU Sports/Cultural/Research events Online entries and other related ministerial work.

4. The appointment of Data Entry Operator will be terminated at any time by issue of 24 hours notice if the Data Entry Operator is found to be negligent in his / her work or found guilty of negligence in his / her duties or of grave misconduct.
5. Data Entry Operator will be under administrative control of Students Welfare Officer, MPKV, Rahuri
6. Regular attendance may be ensured by the concerned in charge by keeping the attendance register.
7. Data Entry Operator will devote their whole time to the assignment given to them and they will not be allowed to accept or hold another appointment paid or otherwise during that period.
8. Candidate shall not leave the scheme during and or in the middle of the tenure. Further, however, if he / she intend to do so he / she have to give one month notice in writing in advance or refund one month salary.
9. That, the candidate has to perform all duties, responsibilities that will be assigned to him / her by the office authority as per the requirement of the office.
10. The candidate should apply on plain paper giving full details as per the enclosed proforma to the **Students Welfare Office, Dr.A.S.C.E&T, MPKV, Rahuri Dist.- Ahilyanagar- 413722** on **20/02/2025 (18.00 hrs.)**. The candidates already employed should apply through their employer. Application received after last date / postal delay will not be considered.
11. The eligible candidate will be interviewed by selection committee.
12. The selected candidate will have to work at Students Welfare Officer, MPKV, Rahuri for entire terms as full time worker.
- 13. The notification does not means that the post will necessarily be filled in. The discretionary power will rest with selection committee constituted for the purpose. The appointment of the selected candidate for the said post shall be a tenure appointment and likely to be terminated at any time without assigning any reason there of candidate shall not have any right of claiming permanency benefit of the said post.**
14. The selected candidate will be required to give undertaking and execute a bond that shall abide by all terms and conditions there- in and further that he / she will not leave the assignment half way and shall complete the work in the prescribed time limit.
- 15. After selection for the post of Computer Operator, he/she should execute the bond on stamp paper cost of Rs. 100/- stating the terms and conditions are acceptable to him/her and will abide by the same as per the format provided from time to time.**



**Students Welfare Officer,  
MPKV, Rahuri**

**Copy submitted to the –**

1. The Dean (F/A) & Director of Instruction, MPKV, Rahuri for information.
2. The Registrar, MPKV, Rahuri for information.
3. In-charge, AKMU cell, MPKV, Rahuri to upload this notification on university website for wide publicity.

**MAHATMA PHULE KRISHI VIDYAPEETH, RAHURI**  
**DIST. AHILYANAGAR – 413 422.**  
**OFFICE: STUDENTS WELFARE OFFICER**

**Proforma for Application of Data Entry Operator**

1. **Full Name** :
2. **Gender (Male/Female)** :
3. **Correspondence Address** :  
(with pin code)
4. **Mobile no. & Email** :
5. **Permanent Address** :
6. **Date of Birth** :
7. **Marital Status** : Married/Unmarried
8. **Educational qualification** :

Sr. No.	Degree	Name of the University	Year of passing	Percentage of marks	Class
1.	10 <sup>th</sup> Class equivalent				
2.	12 <sup>th</sup> Class equivalent				
3.	Graduate Degree				
4.	MS-CIT				
5.	Others (Specify)				

**9. Experience (if any)**

Sr. No.	Designation	Name of Organization	Service period		Exp. period			Brief Nature of Duties
			From	To	Y	M	D	

**10. Computer knowledge:**

Sr. No.	Language	Typing speed	Expert in font
1.	<b>Marathi</b>		
2.	<b>English</b>		
3.	<b>Ability to work with MS-office Excel, Power point, word, access and other software</b>		

**11. Other Activities/Achievements:**

**12. Declaration :**

The information given above me are true to the best of my knowledge and belief. If any information is being found false, my candidature/Services, if selected, may be terminated without any notice.

Piece :

Date :

(Signature & Name of Candidate)