

OFFICE OF EXECUTIVE ENGINEER (EDP)
DELHI JAL BOARD : GOVT. OF NCT OF DELHI
6TH FLOOR, VARUNALAYA PHASE-II
KAROL BAGH, NEW DELHI-110005

No.DJB/EDP/FTS-25130/2015-16/722 To 734

Dated: 13 /05/2015

WORK ORDER NO: 04 (2015-16)

To,

The General Manager,
M/s. Intelligent Communication Systems India Ltd.
Administrative Building Ist Floor, Above Post Office,
Okhla Industrial Estate, Phase-III, New Delhi-110020

**Work Name: Engaging of Data Entry Operator (Non-Graduate) for collection of data of
DJB Officials in EE (EDP) Cell**

Dear Sir/Madam,

Kindly refer to your offer PI dt. 7/4/2015 & 9/4/2015 - through e-mail, regarding rates for providing of manpower (Data Entry Operator) in DJB for One month. The Competent Authority has accorded approval as follows:

S.N.	Description	Rate of Wages - Amount to each person per month	Qty. * Rate of Wages Amount to each person per month	Grand Total (including all)
1	Engaging of Data Entry Operator (Non-Graduate) for collection data of DJB officials from concerned offices and provide to EDP Cell(As per direction/satisfaction of Engineer in charge - 30 nos. <u>Wages details for data entry operator:</u> (A) i) Wages : 10,998.00 ii) ESI Employer's Share @4.75% : 522.40 iii) PF Employer's Share @ 13.61% on wages : 1496.82 Total Rs. 13,017.22 (B) iv) ICSIL Service charges @ 10% on (A) : 1301.72 v) Total including WAGES, ESI, EPF & ICSIL service Charges : 14,318.94 vi) Service tax @ 12.36 : 1,769.82 Total wages to each person Rs. 16,088.76 Round off: 0.24 paisa Say Rs. 16,089/-.	16,089/-	30 x 16,089/-	4,82,670.00
In words: Rs. Four Lacs Eighty Two Thousand Six Hundred Seventy only				

It is therefore, requested to arrange to provide the above manpower with following conditions:

- 1) The candidate should be 10+2 passed.
- 2) The candidate should have working knowledge of computer
- 3) The candidate should have typing speed minimum 30 w.p.m. in English.
- 4) Maximum age should not be more than 40 years.
- 5) The candidate have to submit photocopies of their age proof, ID proof, Educational proof, clearly showing the name of the Gazette officer.
- 6) Payment will be made on monthly basis
- 7) DJB can increase/decrease manpower and period of manpower as per requirement.
- 8) DJB can discontinue engagement of Data Entry Operator any time.

It is also requested to start the work within a week.

(DEEPAK KUMAR SHRIVASTAVA)
EXECUTIVE ENGINEER

Copy for kind information to:

1. CEO
2. Member(Admn)/ Member (Fin)
3. Addl.CEO/DOV/ Dir(F&A)/ Dir(A&P)/SA
4. AO(F&G)/AAO(F&G)
5. AE(EDP) to pursue
6. JE(EDP)
7. W.O.Register

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