

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
(AN ENTERPRISE OF GOVT. OF NCT OF DELHI)
2nd Floor: Maharana Pratap, I.S.B.T. KASHMERE GATE, DELHI

F. No. DTIDC/Admin/KG/2024-25/01/8072

09/02/2026

SUBJECT : ADVERTISEMENT FOR THE POST OF DEO (DATA ENTRY OPERATOR) ON CONTRACT BASIS (03 POSTS)

DTIDC, an enterprise of Govt. of NCT of Delhi, having its office at 2nd Floor, Maharana Pratap, ISBT, Kashmere Gate. Delhi - 110006, invites applications for the following Post on contract basis.

Ser No	Name of the Post	Mode of Recruitment	No of Vacancies
1	Data Entry Operator	Contract basis	03

1. The details are as under:-

Ser No	Name of the Post	Recruitment Rules
1.	Date Entry Operators	<p>Terms & Conditions for appointment of Date Entry Operators(DEO):</p> <p>1. Qualifications.</p> <p>(i) Graduation in any field from any recognized university/Institution.</p> <p>(ii) Certificate/Diploma in Computer application at least 06 months.</p> <p>(iii) English typing with a good speed i.e. 35 WPM.</p> <p>(iv) Knowledge of Hindi & English.</p> <p>(v) Proficiency in Working on MS Office.</p> <p>2. Post Qualification Experience.</p> <p>At least 02 years' experience of working with Govt./Autonomous Bodies/PSU etc./reputed private sector companies etc.</p> <p>3. Age Limit.</p> <p>Below 35 Years AS on 09/02/2026.</p> <p>4. Wages (PM)</p> <p>Rs 25,500/- (Basic)+DA as admissible.</p> <p>5. Tenure.</p> <p>Initially for a period of one year and further extendable on the basis of performance report yearly.</p>

How to Apply

2. The prescribed application form (attached as Annexure 'A'), duly filled in all respects along with self-attested copies of documents supporting the eligibility criteria, should be submitted in a sealed envelope superscribed as "**Application for the post of Data Entry Operator (DEO) on Contract Basis**" and must reach the office of the Executive Director, DTIDC Limited, 2nd Floor, Tower Block, Maharana Pratap ISBT, Kashmere Gate, Delhi-110006. The duly filled application form will be accepted through **offline mode only** within **7 working days** (Saturday and Sunday closed) from the date of advertisement in the newspaper, i.e., **up to 06:00 PM on 18/02/2026**. Incomplete applications received after the prescribed date shall be **summarily rejected**.

3. Crucial Date.

Crucial date for deciding eligibility (viz. age, length of service/experience, etc.) of the Candidates shall be 09/02/2026.

4. Others.

- (a) Regarding any change or amendment in these vacancies, a circular will be posted on the DTIDC website only.
- (b) The Advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons thereof.
- (c) No TA/DA for interview shall be admissible.



Sr. Manager (Admin,
DTIDC)

F. No. DTIDC/Admin/KG/2024-25/01/18032

09/02/2026

Copy to:-

1. PA to MD, DTIDC-for information please.
2. PA to ED, DTIDC-for information please.
3. IT In-charge/Asst. Programmer (T), DTIDC With the direction to upload the PDF copy of above on website of DTIDC.
4. Concerned File.



Sr. Manager (Admin,
DTIDC)