OFFICE ORDER

Dated Aizawl, the 23rd July, 2024.

No.B.13015/2023-SLNA(MZ)/WDC-PMKSY2.0 : In continuation of this Office order of even No. dt. 16.7.2024, dt 18.7.2024 and in compliance with letterNo.A.12021/1/2024-DTE(LESDE)/3 dt. 16.7.2024 received from Director, Labour, Employment, Skill Development & Entrepreneurship, Govt. of Mizoram, the undermentioned applicants are qualified to sit for written Examination for the post of Data Entry Operator(DEO), DRDO Lunglei on contract basis against Advertisement floated by Rural Development Department during 10.6.2024 to 13.6.2024 :

S/N	Name of applicant	Father's Name	Permanent Address	Contact No
1	2	3	4	5
1	Lalbiakhlua	Hmangaihsanga	C88 Sawleng, Mizoram -796017	8131883977
2	Lalchhanhima	Malsawmdawnga L	A/159, Luangmual Aizawl, Mizoram -796009	6009052727
1	K.Lalpekhlua	R.Lalthazuala	K-196, Ramthar Veng, Lunglei, Mizoram - 796701	7005012252

Written Examination will be conducted on 3rd August, 2024(Saturday) from 10 : 00 am – 5 : 00 pm at the Conference Hall, Directorate of Rural Development, Chanmari. Admit Cards may be collected from Directorate of Rural Development and will also be sent via Whatsapp. Syllabus for Data Entry Operator(DEO) is enclosed at Annexure.

Sd/- K.LALROHLUA
Chief Executive Officer,
Mizoram Watershed Development Agency
&
Director,
Rural Development Department,
Mizoram: Aizawl.

No.B.13015/2023-SLNA(MZ)/WDC-PMKSY2.0 : Dated Aizawl, the 23rd July, 2024.
Copy to :

1) Website Manager, Rural Development Department for kind necessary action.
2) Under Secretary to the Govt. of Mizoram, Rural Development Department for information.
3) Persons concerned.
4) Guard file.

Chief Executive Officer,
Mizoram Watershed Development Agency
&
Director,
Rural Development Department,
Mizoram: Aizawl.

SYLLABUS FOR DATA ENTRY OPERATOR

PAPER I - 100 Marks

10:00 AM – 1:00 PM (3hrs)

SECTION 'A' – 50 marks

a) General Knowledge
b) General English
c) Essay Writing
d) English Comprehension

SECTION B – 50 marks

a) Basic Computer Knowledge
b) Simple Arithmetic

PAPER II - 100 Marks

2:00 PM – 5:00 PM (3hrs)

Computer Fundamentals, Computer Architecture, Operating System Concept, Networking, Database Management System, Data Structures & Algorithms, Memory Management, Microsoft Office Basics.