

**OFFICE OF THE
DISTRICT COLLECTOR AND DISTRICT MAGISTRATE
JANGAON DISTRICT**

NOTIFICATION NO.13/2026

Applications are invited for the posts for **Mandal Post- Narmetta- Data Entry Operator Post (01)** on outsourcing basis under **O/o MPDO ,MPP Narmetta** under **DISTRICT PANCHAYAT OFFICE**, Jangaon District, Telangana for **Narmetta Mandal Cadre Candidates Only**.

The resume shall be submitted by the Candidates with a Photograph, duly enclosing the required copies of Certificates in the O/o. District Panchayat Office, Jangaon District.

Applications shall be received from 05.10.2026 to 08.10.2026.

Last date for submission of Application is 08.10.2026, 5.00 PM.

Written Examination will be conducted on 11.10.2026 at 11.00 AM.

Exam Venue: Main Conference Hall, IDOC Complex, Collectorate, Jangaon District.

Note: Candidate is allowed to Exam along with any Valid Identity Proof and Black/Blue BallPoint Pen and exam pad Only.

**SD/-
COLLECTOR AND DISTRICT MAGISTRATE
JANGAON DISTRICT.**

//forwarded by Order//


District Employment Officer (FAC)
Jangaon District
District Employment Officer
JANGAON Dist.

Guidelines for Recruitment of vacancies under District Panchayat Office, Jangaon.

1. Recruitment shall be done for the **01** Vacant Post in District **Panchayat** Office for the post of **Data Entry Operator Post (01)** on outsourcing basis under Office of the MPDO, MPP Narmetta, Jangaon.
2. Applications are hereby invited by the **Jangaon** District Selection Committee headed by the Collector & District Magistrate, **Jangaon** from the eligible applicants to the vacant post.
3. Age: The minimum age is 18 years and the maximum age is 46 years in terms of G.O.Ms.No.30 dated 08-02-2024 of General Administration (Services-A) Department, Government of Telangana. The minimum and maximum age shall be reckoned as on 01.07.2025 with the following relaxations allowed for reckoning the maximum age limit as per rules in force:
 - (a) For S.Cs., S.Ts & BCs & EWS Relaxation of (05) years.
 - (b) For Ex-service men relaxation of (3) years.
 - (c) For NCC (who worked as Instructor in NCC) relaxation of (3) years and length of service in NCC
 - (d) For Physically challenged persons relaxation of 10 (ten) years.
4. The suitable qualifications for the vacant posts shall be as per Government guidelines.
5. **Method of Recruitment**
Recruitment shall be done by the District Outsourcing Committee nominated by the District Collector for all the vacant positions.
6. **Selection will be done on Merit Basis and based on the criteria:**
 - (i) Merit List or Exam Conducted Or interview or/and Presidential Orders
 - (ii) The Selected candidates shall maintain the Headquarters.
 - (iii) These positions are not transferable.
7. **Rule of Reservation:**
 - (i) The Rule of Reservations **to local candidates** is applicable as per the Presidential order.
8. **How to Apply:**
 - i) Resumes form shall be submitted in person (OR) through registered post to the District Panchayat Officer, Jangaon to which the candidate is applying. Applications which are received after due dates will be rejected. District Selection Committee is not responsible for postal delays.
 - ii) Self attested copies of the following Certificates should be enclosed along with the application form:

1	S.S.C. or Equivalent Examination
2	Intermediate or 10+2 Examination
3	Degree Certificates
4	DCA with MS Office Certificate
5	Marks Memos of all the years (Qualifying examination)
6	Study Certificate and Bonafide Certificates of all years
9	1 Photograph duly pasted on the Resume form

10. General Information to the candidates:

- 1) The District Collector reserves the right to change/modify/cancel the selection process at anytime during the process and the decision of the District Collector will be final and binding.
- 2) The Mode of Appointment is on Purely Outsourcing basis for a period of 1 year or till the actual need ceases whichever is earlier.
- 3) No TA/DA will be paid to the candidates for attending the interviews.
- 4) Appointees will work under the overall administrative control of District Panchayat Office, Jangaon.
- 5) The termination notice shall be (30) days period from either side.
- 6) The posts notified are not permanent/regular Government posts and purely temporary.
- 7) The Panel of Candidates will be utilized for future vacancies, until a period of one Year from the final date of Selection of Candidates, in this Notification.
- 8) The selected candidates will be intimated through official website.
- 9) The selected candidates may have to perform tours.
- 10) Their performance will be evaluated from time to time and also the same will be considered for Extension/ Termination of their service, in case of future requirements.
- 11) The employment is subject to disciplinary/conduct rules and in case of any deviation, employment is liable for termination.

11) Educational Qualifications & Remuneration:

Note: Only Narmetta Mandal Candidates are eligible

Sl. No	Name of the POST	Department	Name of the Office	Contract / Outsource	ROR	Educational Qualifications	Remuneration per month (in Rs)
1	Data Entry Operator(01)	District Panchayat Office, Jangaon	Office of the MPDO ,MPP Narmetta	Outsourcing	Merit Basis	Any Degree & DCA with MS-Office	Allotted by the Department as per the Guidelines

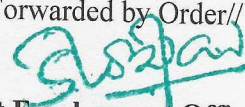
In view of the above, the Chairman, District Selection Committee and Collector & District Magistrate, Jangaon may please be accord permission:

1. To fill up **above listed post** in Jangaon District on Outsourcing Basis under District Panchayat Office, Jangaon.
2. To issue notification and Publish in District Collector, Jangaon's website (<https://jangaon.telangana.gov.in>)
3. To collect application & processing fees: **Rs.Nil**.
4. Notification Schedule for filling up the posts of of **Data Entry Operator Post (01)** in Office of the MPDO ,MPP Narmetta on outsourcing basis under **DISTRICT PANCHAYAT OFFICE, Jangaon District.**

1	Issue of Notification by District Collector	03/10/2026
2	Date of receipt of applications	05/10/2026 to 08/10/2026
3	Written Exam	11/10/2026

Sir, Submitted for orders,

//Forwarded by Order//


District Employment Officer, Jangaon
JANGAON Dist.

Sd/-
Collector and District Magistrate,
Jangaon