

## Schedule of Quantity

**Name of Work: - M/o Paschim Vihar Sports Complex.**

**Sub Head: - Providing of One Computer Operator, One Office Clerk cum Computer Operator and One Receptionist at Reception Counter at Paschim Vihar Sports Complex, DDA.**

Sl. No.	Description of Item	Period	Unit	Rate	Amount (Rs.)
1.	<p>Providing of One Computer Operator and One Office Clerk cum Computer Operator at PVSC.</p> <p><b><u>Qualification &amp; Experience</u></b></p> <ol style="list-style-type: none"><li>1. Graduate and above.</li><li>2. One year Diploma in Computer Application from the recognized institute.</li><li>3. Knowledge of Word, Excel, Power point, Internet/E-mail etc.</li><li>4. Having work experience of minimum three years preferably in Govt. Department/public sector and reputed organization.</li><li>5. Should have Knowledge of local area network operation and system backup</li><li>6. A computer operator must effectively interact and communicate with others.</li><li>7. Be able to work on Billing Software.</li></ol>	6 Months	Per Person /Per Month		
2.	<p>Providing of One Receptionist at PVSC</p> <ol style="list-style-type: none"><li>1. Graduate and above.</li><li>2. Having work experience of minimum three years preferably in Govt. Department/public sector and reputed organization.</li><li>3. Able to communicate well in Hindi and English.</li><li>4. Able to handle 3 to 4 lines telephone system.</li><li>5. Polite in conversation.</li><li>6. Able to work as PA as and when required.</li><li>7. Computer savvy is desirable.</li></ol>	6 Months	Per person/ Per Month		

**Commissioner (Sports), DDA**

**Secretary (PVSC)**

**Manager (PVSC)**