



தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்  
TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY

(Estd. by the Govt. of Tamil Nadu Under Act No.9 of 2005. A State Govt. University)

Accredited with "B+" Grade by NAAC

Website : [www.tnpesu.org](http://www.tnpesu.org)

Phone No :044-27477906

Email : [regtnpesu@gmail.com](mailto:regtnpesu@gmail.com)

Vandalur-Kelambakkam Road, Melakottaiyur Post, Chennai - 600 127. Tamil Nadu. India

**NOTIFICATION**

**WALK-IN INTERVIEW FOR 'DATA ENTRY OPERATOR'**

(Temporary Basis through Out-sourcing Contract Agency)

Adv. No. 3191-1/TNPESU/Estb.,/R2/Account/2025/16.09.2025

Applications are invited from eligible candidates for the positions of 'Data Entry Operator' is mentioned below:

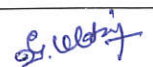
S. No.	Name of the Post	No. of Posts	Qualification and Eligibility Criteria	Date & Time of Interview
1	Data Entry Operator	1	Any Commerce Graduate with recognized university, knowledge of Tally, ERP, Billing, Payment, Reconciliation, Current Taxation, EPF, MS Office with excellent typing speed and minimum 02 years Tally related experience should remain present with latest resume and all testimonials. Age: As on notification - Minimum 25 years to 35 Years. Salary : Rs.25,000/- per month	06.10.2025 at 11.00 am

**NOTE :**

1. The application form can be downloaded from the University website - [www.tnpesu.org](http://www.tnpesu.org)
2. Interested and eligible candidates should e-mail the soft copies of their bio-data, certificates, testimonials, and publications to [establishment.r2.tnpesu@gmail.com](mailto:establishment.r2.tnpesu@gmail.com) and produce the hard copies of the same along with one complete set of photocopies at the time of reporting for the walk-in interview on 06.10.2025 at 11.00 am.
3. The engagement is purely on a temporary basis, through an outsourcing agency.
4. The eligibility criteria, qualifications, and other details are provided in the application.
5. The envelope containing the filled-in application should be superscripted as "Application for the post of Data Entry Operator."
6. No TA/DA will be paid for attending the interview.
7. The selected candidate should be prepared to join duty immediately after selection.
8. The Waiting listed candidate will be placed on same post.

  
REGISTRAR





## INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF DATA ENTRY OPERATOR

1. The details of qualification are given in the Annexure
2. Any attempt, by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
3. The application form shall be filled- in, complete in all respects, giving correct information. Defective and incomplete application and those with wrong or false information will be summarily rejected.
4. Evidence of Experience and Degree Certificates should be brought in original at the time of interview. Self-attested Copies of Certificates, Mark-Sheets, Testimonials, etc., should be attached with the application and must be produced at the time of interview and at the time of joining, if selected. The Selected candidate shall produce, in original, the Matriculation or equivalent certificates as proof of the date of birth. No other evidence will be accepted.
5. No interim queries regarding test / interview/ selection will be entertained.
6. The applications received after the last date for the receipt of the application, will not be entertained for consideration and it will be rejected.
7. Only such of those applications which are satisfying the eligibility criteria alone will be considered.
8. The candidate selected for the 'Data Entry Operator' post should work under the supervision of the Finance office of respectively, Registrar of Tamil Nadu Physical Education and Sports University.
9. The Candidate selected for the 'Data Entry Operator' should work during the working days and working hours of the concerned Department and University.
10. Last Date for receipt of the filled-in application is 03.10.2025 before 5.00p m.
11. The filled-in Application should be sent to "The Registrar, Tamil Nadu Physical Education and Sports University, Melakottaiyur (Po), Chennai - 600 127. Phone : 044-27477906".



**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (TEMPORARY BASIS)**

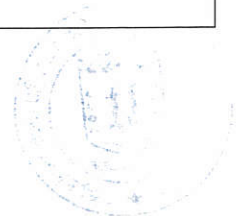
Adv. No. 3191-1/TNPESU/Estb.,/R2/Account/2025/16.09.2025

1.	Name of the Applicant	:	
2.	Date of Birth and Age(D/M/Y)	:	____/____/____/____Years
3.	Age as on 01.09.2025	:	
4.	Nationality	:	
5.	Religion (Please Specify)	:	
6.	Category : (OC/SC(A)/ SC/ST/MBC/DNC/BC/BC(M))	:	
7.	Sex	:	M / F / Transgender
8.	Marital Status	:	
9.	Father's Name / Husband's Name	:	
10.	Mother Tongue	:	
11.	Other Language Known	:	
12.	Address for Correspondence (with email, phone & Mobile)	:	
13.	Permanent Address (with phone number)	:	





14	Educational Qualification (From S.S.L.C., onwards) (Attach Self Attested copies):																																																							
	S. No	Exam Passed	Medium of Instruction	Name of the Institution / University	Year of passing	Total Marks	Marks secured	%	Grade/ Class																																															
	1	S.S.L.C.																																																						
	2	H.S.C. (+2)																																																						
	3	Diploma																																																						
	4	Degree																																																						
		i. Under Graduate :																																																						
		ii. Post Graduate:																																																						
		iii. Computer knowledge																																																						
		iv. Tally																																																						
15.	Details of Experience :																																																							
	<table border="1"> <tr> <th rowspan="2">Name and address of Industry / Organization</th> <th rowspan="2">Designation</th> <th rowspan="2">Scale of Pay</th> <th colspan="2">Period</th> </tr> <tr> <th>From</th> <th>To</th> </tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>									Name and address of Industry / Organization	Designation	Scale of Pay	Period		From	To																																								
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16.	Details of Conviction / Punishment/ Disqualification / Criminal case,				:																																																			



	disciplinary Proceedings etc., if any		
17.	Two References	:	1.  2.
18.	<p align="center"><b>Declaration:-</b></p> <p>I hereby declare that all the information provided in this application including the annexure and enclosure are true, complete and correct to the best of my knowledge and belief. I also certify that I have not suppressed / hidden any of the details on the date of submission and in the event of any of the information being found false or incorrect at any stage, my candidature or appointment can be cancelled.</p> <p>Place:</p> <p>Date:</p> <p align="right"><b>Signature of Candidate</b></p>		

Date:

Place:

Encl.:1) Self attested Xerox copies of Certificates

2) Recent Passport size photographs 2 Nos.

