

**List of eligible Candidates who have applied for the post of Receptionist / EPABX Operators in J&K IMP
Regional Centre, Jammu as per Advertisement Notice No: 01 of 2016 Dated: 01.10.2016
And Advertisement Notice No. 01 of 2018 dated: 20.09.2018**

S. No.	Name, Address & Contact No.	Date of Birth	Category	Qualification	Technical Qualification	Experience	Remarks
1.	Anu Menia, D/o Kartar Chand Menia, R/o Babiliana, Gangyal, Opp. Shivam Resort, Jammu. 8492972746	10.01.1992	General	Graduation	Diploma of computer PDCA six months	Two years experience in Receptionist and EPABX Operator	Documents Complete
2.	Radhika Rani D/o Ajay Mehra R/o Dogra Nagar, Muthi, Jammu, P. No. 9086223965	12.04.1988	OBC	MA	One year diploma in Financial Application	Five years experience in Receptionist and EPABX Operator.	Documents Complete
3.	Vishal Sharam, S/o Vijay Kumar Sharma, C/o Sharma Provisional Store Opposite DEWAN Moder Breweries, Talab Tillo Bohri 9419963969	02.03.1982	OM	Bachelor of Hotel Management (BMA)	One year diploma in computer application	Two years experience in Receptionist and EPABX Operator.	Documents Complete
4.	Sanjay Khajuri, S/o, Dwarika Nath, R/o, Lower Gadi Garh, Jammu. 94198000786 /9906906667	24.10.1980	OM	Graduation	Six months Course in Computer Application s	Working as private secretary to Dy. GM (Mobile Services) Jammu. 3 years	Documents Complete
5.	Tabassum Ara, W/o, Mohd Asrar-Ul-HAQ, R/o, Hallor Gandoh, Doda, 180006 9858506069/9858657009	29.04.1980	RBA	Graduation	One year diploma in Computer Application and DTP	Four year experience as Receptionist.	Documents Complete
6.	Sony Raina, D/o R.K.Raina, R/o, H. No. 642 Sec-III Vinayak Nagar Muthi, Jammu. 9419618785	01.03.1988	OM	Graduation MA	One year diploma in Computer Software Application	One year experience as counsellor.	Documents Complete
7.	Tehmina Begum, D/o Nek Alam, BPO Barui, Teh. Maira Mandrian, Distt.Jammu. 9622040861	28.06.1987	RBA	BA	One year Computer Course	Two year experience as Receptionist	Documents Complete
8.	Usha Devi, D/o Bodh Raj, H.No.286-F, Lane No. 4, Rajpura Mangotrian, Jammu 9419118302	29.04.1985	OM	MA	One year Certificate Course of Computer Teacher Training	Four year experience as Receptionist cum Telephone Operator (EPABX)	Documents Complete
9.	Mittu Kumari Sharma, D/o, Tirath Ram	31.01.1987	OM	Graduation	One year certificate in	Six year experience in	Documents

Eligible CANDIDATES Total = 38

	R/o, H. No. 91 Sec. A, Subash Nagar, Jammu.					Computer Application	operation 200=line EPABX	Complete
10.	Rajni Manhas, D/o, Bhagwan Singh Manhas, R/o, 117, Wazir Lane Talab Tillo, Jammu. 9103428849	17.02.1992	OM	B.com.	One year diploma in basic Programming Application	Three years experience as Office Assistant	Documents complete	
11.	Shallu, D/o, Ashok Kumar, R/o, H. No. 181, Below Purani Mandi, Jammu 9419222695	14.12.1980	OM	MA M.ed.	Six months course in P. C. Operator	Two years experience as receptionist	Documents Complete	
12.	Ashok Kumar Sharma, S/o, Surender Kumar Sharma R/o, Village Kah, Techil, Akhnoor 9697003428	05.03.1979	RBA	Graduation	Six months certificate Course in Computer Application .	Three years experience as Receptionist and EPABX Operator	Documents Complete	
13.	Ummar Hassan Mahjoo S/o, Ghulam Hassan Mahjoo R/o, House No. 200 Sector 5 Chani Himat, Jammu 9419890062/9797812555	02.05.1990	OM	MA	One year diploma in computer Application	Two years experience as EPABX operator	Documents Complete	
14.	Ritu, D/o, Lal Chand, R/o, H. No. 09, Rampura, Chandhi nagar, Jammu. 9858206303	11.09.1984	OM	B.Com M.ed.	One year diploma in computer Application	Three years experience as Receptionist /EPABX Operator	Documents Complete	
15.	Sonia Choudhary, D/o, Jankar Singh R/o, Sai kalan Mail, R. S. Pura, Jammu. 705135116, 9419326000	General	05.11.1989	MA	One year certificate Programme in Computer Applications	Three years experience as Tele sales Coordinator /Receptionist	Documents complete	
16.	Prabpreet Kour W/o Parteek Arora, Quarter No. 16 Gurha Bakshi Nagar, Jammu M.No. 9419221019	Nil	09.12.1992	Graduation, B.A	One year diploma in Computer Application	Worked as Receptionist at D.K.s. Public School Birpur Samba w.e.f. 2 nd April, 2015 to 31 st March, 2018	Documents complete	
17.	Abhilasha Koul D/o Sh. Shadi Lal Koul House No. 427, Lane No.4 Adarsh Nagar Bantalab, Jammu C. No. 8082164024	Nil	28.09.1981	B.C.A. (M.C.R.P.U.)	One year diploma in BPC	Working as Receptionist at Fine Energy Systems Opp.,E.D. Bank Chinor Chowk, Jammu.	Documents complete	
18.	Arti Sharma D/o Sh. Ved Parkash R/o Chigla Balota, Teh. Ram Nagar Disstt. Udhampur. C.No. 8713049605	RBA	24.05.1992	Bsc. Jammu University	Nil	JAI Kabir Services OPC PVT. LTD. Sec. working as Receptionist/Computer Operator at 01 Durga Nagar, Jammu w.e.f. 2016-17 & 2017-18	Documents complete	
19.	Varun Sharma S/o Sh. Virender Kumar	Nil	05.12.1991	Master of Arts,	1. One year diploma in	Working as Receptionist and	Documents	

	Sharma, Channi (Jakh) Vijapur, Samba. C.No. 94191-14545			(Ignov)	ADIT 2.One year diploma in IAM 3.One year diploma in CA	telephone Operator from January, 2010 to August, 2014 at Chief Minister,s Secretariat, Srinagar	complete
20.	Varun Sharma S/o Lt. Sh. Ravinder Sharma H.No. 52 Ward No-2)pp. Kuitiyar Mandir Mai Bazar Ramnagar, Disstt. Udhampur C.No. 917889863539	Nil	16.11.1988	Graduation & MBA, Jammu University.	One year diploma in CA	Two years experience as Customer Service Representative	Documents complete
21.	Gomesh Mehta S/o Sat Paul H.No. 22 , W. No.4 R/o Bishnah Teh. Bishnah Disstt. Jammu. C.No. 9906016889	General	24.03.1995	Graduation from Jammu University	Nil	Worked as Receptionist/Telephone Operator at Hotel New Fiza Vivekananda Chowk, Jammu w.e.f. July, 2015 to and till working	Documents complete
22.	Vinod Kumar S/o Sh. Gian Chand H.No 444 Anand Street Amphalla Teh. Jammu Distt. Jammus C.No. 9796035863	S C	10.04.1978	B.A. from IGNOU	One year diploma in CA	Working as EPABX/ Telephone Operator w.e.f. 2000 till date & one year Computer	Documents complete
23.	Raman Kumar Sharma S/o Sh. Kaku Ram Nalli Mallian Teh. Ram Nagar Disstt. Udhampur C.No. 9797659565	R.B.A	27.08.1989	M. Com. from Jammu University	One Certificate Course of Computers programming Learning course of Manual Tying	Working as Receptionist/Telephone Operator for last three years w.e.f. 2016 Till Date. *	Documents complete
24.	Neha Sharma W/o Sh. Shive Kumar Vohra Word No. 3 Near sports Stadium Hiranagar Teh. Hiranagar Disstt. Kathua Pin Code: 184142 C.No.7006038003	Nil	24.07.1988	M.A.(B.Ed)	One year diploma in ADIY	Computer Diploma in IT (one Year) & Worked in Hotel Red Rose, B.C.Road , Gen. Bus Stand , Jammu as a Receptionist/ EPABX Operator w.e.f.03.02.15 To 10.07.2017	Documents complete
25.	Sumita Sharma W/o Sh. Surender Kumar R/o Ramnagar Disstt. Udhampur C.No. 9682654388	Nil	21.10.1983	B.A. from Jammu University	One year diploma in CA	Computer Diploma one Year w.e.f.March, 2014 To Feb. 2015 & working as Receptionist/ Computer Operator from 2013	Documents complete
26.	Ranjeeta Kour d/o S. Paramjeet Singh H.No. 182 Sec. 01 Sainik Colony, Jammu. C.No. 9797382051	Nil	09.12.1982	MSC, Graduation From Jammu University	Post Graduate Diploma in Computer Application.	Working as Receptionist Army Public School Miran Sahib, Jammu w.e.f' April 2013 to July, 2018	Documents complete
27.	Atul Abrol S/o Late. Sh. Chuni Lal Abrol H.No. 40 Sec. 7 Trikuta Nagar, Jammu C.No. 9419545865	Nil	01.01.1979	Graduation From Jammu University		Working as Receptionist cum Asstt. Handling EPABX from Madr-E- Meharban Institute	Documents complete

