



No.1/PROJECT/COVID-19[GK]/2022-23

DATE: 09.05.2023

**Recruitment Notification for Walk in Interview**

The following posts are to be filled up through walk-in Interview under the ICMR funded project titled "Co-relation of COVID-19 infection with occupation-an observational study across India" at ICMR-National Institute of occupational Health, Ahmedabad. The posts are purely temporary, ad-hoc & on contractual basis and co-terminus with the project.

<b>Name of Position</b>	<b>Data Entry Operator (Grade C)</b>
No. of vacancies	01 (UR)
Essential Qualifications	Bechlor Degree in Computer Application/IT/Computer Science from a recognized Institution / University. A speed test of not less than 8000 key depressions per hour on computer
Desirable Qualifications	Working knowledge of MS office tools. Experience of data entry of field studies of health-related projects/activities. Candidates with effective listening skills, good verbal and written multilingual communications skills will be preferred.
Age	Upper age limit is 30 years, as on the date of the Walk in Interview.
Consolidated Salary	Rs. 31,000/- per month as per ICMR norms (fixed without any other allowances)
Date & Time	<b>14.06.2023 at 10.00AM</b>
Place of work	ICMR-National Institute of Occupational Health, Ahmedabad
Job Requirement/ Description	Online and telephonic data collection, telephonic interviews across different states, filling up questionnaires, data entries, data management, co-ordinating with other centres for data management, managing project related administrative work, documents & files, logistic arrangements, etc.
Tenure	Up to 31.01.2024 which is extendable on requirement

**Terms & Conditions**

1. The interested candidates meeting the above-mentioned conditions of eligibility may report on **14.06.2023 at 10.00 AM at ICMR-National Institute of Occupational Health (NIOH), Ahmedabad**. Candidates will not be entertained after reporting time under any circumstances. Candidates have to submit applications in the prescribed format with one set of self-attested photocopies of essential certificates at the time of reporting for Walk in Interview. A recent passport-size photograph should also be attached to the application form. Candidates must bring original certificates like (a) Proof of Date of Birth (b) Qualification marksheets and Degree Certificates (c) Experience (d) Recent Passport size photograph, (e) Reserved Category certificate, and other relevant testimonials, etc. at the time of reporting and should produce the same on demand for verification, failing which he/she will be declared disqualified and will not be allowed to appear in the interview.
2. Qualification & experience required are as per guidelines; experience shall be counted after acquiring the essential qualification; age limit and experience will be considered as on date of Interview.
3. The candidates who are shortlisted based on screening of documents will be required to appear in the computer typing speed test. The qualifying criteria for the skill test is minimum 8000 key depressions per hour on computer. Only those candidates who will qualify the skill test will be eligible for interview.
4. Initially the appointment is up to 31.01.2024 and likely to be continued on requirement.





**icmr** | **NIOH**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH | NATIONAL INSTITUTE OF  
OCCUPATIONAL HEALTH

आईसीएमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

5. Benefits of Provident Fund, CCA, DA, HRA, TA, Leave Travel Concession, Medical Claim, Leave Concession etc. are not admissible. The posts are purely temporary, co-terminate with Scheme, and the incumbents selected will have no claim for regular appointment/employment under ICMR/ICMR-NIOH, or continuation in other project and his/her engagement will be deemed terminated immediately after expiry of the scheme without any notice.
6. Age relaxation will be admissible as per GoI and ICMR norms. Age concession to the extent of service rendered in other ICMR research projects will also be admissible for experienced and skilled persons.
7. Candidates employed in Govt. Service /Semi Govt. /Autonomous Bodies of State/Central Govt. should submit a "No Objection Certificate" from their employer at the time of written test / walk-in Interview.
8. The candidates should ensure that they possess valid certificate required for claiming age relaxation under their respective categories. OBC candidates must produce OBC Non Creamy Layer Certificate in prescribed format issued by the competent authority at the time of document verification/interview.
9. Depending upon number of applicants, the written examination/test shall be conducted. The duration of examination is of one hour and consisting of objective type questions on general science, general analytical ability and knowledge of concerned area.
10. Submission of incorrect or false information during the process of personal discussion shall disqualify the candidature.
11. Any further information may be downloaded from ICMR-NIOH website, which will be updated from time to time. Date of interview / written test may be changed due to administrative reasons, hence, candidates are advised to check website before appearing for interview / written test.
12. No TA/DA will be paid for attending the written test / interview / personal discussion.
13. The decision of the Director/Director-in-Charge, ICMR- National Institute of Occupational Health, Ahmedabad will be final in this regard. Canvassing in any form will be considered as a disqualification.

*S. K. K. C. / C. C. T. G.*  
*09105/23*  
1/c Administrative Officer

