

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases

Applications are invited for the post of Data Entry Operator purely on contractual basis.

Applications are invited from eligible candidates for the following post (purely contractual) on consolidated salary in the Division of Epidemiology and Communicable Diseases (ECD)-II under the Antimicrobial Resistance Diagnostics Task Force.

S.No	Details	Requirements/Information
1	Name of post	Data Entry Operator – Grade B (EWS- Economical Weaker Section category)
2	No of vacancies	One Post
3	Essential Qualifications	Intermediate or 12 th pass in science stream from recognized board with DOEACC ‘A’ level from a recognized institute and/ or 2 years’ experience in EDP work in Government, Autonomous, PSU or any other recognized organization. A speed test of not less than 15000 key depressions per hour through speed test on computer.
4	Age*	Not Exceeding 28 years
5	Nature of duties	<ul style="list-style-type: none">• Assisting Scientific staff• Preparation of relevant documents• Communication and correspondence with International and National agencies• Drafting letters/Notes• File management• Other relevant work assigned by the program officer
6	Consolidated Emoluments	Rs. 18,000/- Per Month
7	Tenure	One year
8	Kindly submit the application to	Application to be submitted by 9 th August 2019 by post or by hand Kindly mention this in the subject on the application’s envelop: <u>“Application for the post of Data Entry Operator in AMR diagnostics”</u> Kindly Send completely filled application in a sealed envelope to below address: To, The Head, Division of ECD, Indian Council of Medical Research, Ansari Nagar, Near AIIMS, New Delhi-110029
9.	The place for the exam.	ICMR Hqr, New Delhi- 110 029

Required Documents:

1. Application form with passport size photo in the attached format
2. The candidates should attach copies of CV, certificates of educational qualifications and experience.
3. Copy of **Valid EWS certificate** in central govt format released by the competent authority

Sunit
30/7/19

GENERAL CONDITIONS: The conditions for employment will be the same as that of the project staff on a contract basis. The candidates have no right to claim for any regular employment at this Institute. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.

***Age Relaxation** - As per DoPT rules OM 31.1.2019

Selection Procedure: Candidates will be shortlisted from the received application. Shortlisted candidate will be called further for Interview / written exam at ICMR Hq.

Note: No electronic device including Calculator and Mobile phones will be allowed in the examination Hall. No TA/DA will be paid for attending the Written Test/ Interview.

e Sumit
30/7/2018