

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, SEC-32, CHANDIGARH
DEPARTMENT OF COMMUNITY MEDICINE
Advertisement Notice

Name of the Post	Data Entry Operator
No. of Post	01
Essential Qualification	a) 12th Pass in Science Subject from recognized board with year Diploma in computer applications b) A speed of not less than 30 Words Per Minute through speed test on computer (that would be conducted on the day of Interview)
Desirable Experience	a) Experience of handling Data Processing/management b) Experience of working in medical surveys of any Govt./Autonomous organization
Salary	Consolidated Rs. 17,000/- per month
Age limit	Up to 30 years
Period of Engagement	From the date of joining until the completion of the project period i.e. up to Feb 2026.
Nature of work	Data entry, data management, data analysis, report writing.

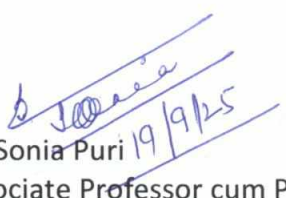
Walk-in interview for the post of Data Entry Operator in the ICMR-New Delhi funded Project titled “*Intergenerational community approach for digital health literacy of elderly by adolescents: A mutual beneficence Model*”. The eligible candidates fulfilling the criteria may appear with their Curriculum Vitae and testimonials in original as well as set of photo copies.

Venue: Block-E, Level-4 in Room No. 413, Department of Community Medicine GMCH-32.
Interview Timing: 11 A.M. – 1 P.M.
Reporting Timing: 10:00 A.M.

General Instructions

1. The tenure of the contract appointment would be renewed regularly quarterly till remaining period of the project sanctioned by ICMR.

2. If candidate is working somewhere, he/she must get NOC from the concerned Department of the Institute.
3. They will not be entitled to any benefit like Provident Funds, Pension Gratuity, Seniority or any other benefit as applicable to the Govt. Servant appointed on regular basis. However, they will be entitled for TA/DA out of project grant for project related work outside Chandigarh as per rules.
4. They will not accept any other appointment paid or otherwise. They will not indulge in private practice of any kind during the period of contract.
5. The institution as well as the ICMR will have no legal liabilities relating of staff.
6. They will have to conform to the rules, regulations, discipline, conduct prevalent in the Department and those imposed by the administration from time to time.
7. If any declaration or information furnished by them at the time of applying or joining is found to be false or if they are found to have willfully suppressed any material information, they will be liable for removal from service without any notice and also such other action, as the ICMR/Government may deem necessary.
8. One-month prior notice will be required for resigning from the post, failure of which will result in deduction of one-month salary in lieu of one-month prior notice.
9. The Contract services can be terminated at any stage without any prior notice without specifying any reason by the Head of the Department/Principal Investigator.
10. They will not have any claim/right to be absorbed or appointed in another ICMR Project for Posts merely on the basis of completion of present tenure. However, their candidature may be considered further on the basis of genuineness of requirement and performance.
11. No TA/DA will be paid neither for appearing in the interview nor for joining the post.
12. They will have to submit an Affidavit at time of joining that they will accept all the general instructions & terms and conditions related to the post.


Dr. Sonia Puri
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Department of Community Medicine
GMCH-32, Chandigarh