

Biomedical Instruments and Devices Hub, PGIMER Chandigarh Recruitment of Data Entry Operator

Recruitment Notice for Data Entry Operator

Applications are invited for Two posts of **Data Entry Operator (DEO)** sanctioned under DST project “Biomedical Instruments and Devices Hub – A Center for innovation, Design and Clinical validation”.

The post will be initially filled up for three months but can be further extended depending on the performance and work capabilities of the selected candidate.

Qualification and Experience: -

- Graduation in any stream, and
- Diploma in Computer Application or 1 year experience of operating computer and MS office software like MS Word, Excel, PowerPoint.

Duties & Key Responsibilities: -

- Collecting and entering data in database
- Maintaining accurate records of projects.
- Keeping record of accounts

Other Requirements: -

- Fast typing and eye for detail and familiarity with spreadsheets and online forms
- Able to participate in a 365-days-per-year rota including evening and weekend work
- Job Full Time

Age:

- 18 to 30 years

Salary:

- Rs. 23,000 /- per month consolidated

Application last date: - 22nd Dec 2022 till 5:00 pm

Recruitment process

Kindly submit the following documents (in the order given below) by email to biomedhub.pgichd@gmail.com with email subject “Recruitment of Data Entry Operator (DEO)”, latest by 22nd Dec 2022 till 5:00 pm.

All documents should be in a SINGLE pdf file not larger than 5MB. Please compress the file if it is larger and then send.

Each page should be signed by the candidate with name and date mentioned under the signature.

1. Personal Particulars Form (attached)

2. Brief CV with details of qualifications, experience, etc.

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3. Scanned self-attested copies of certificates of 1. Class X, 2. Diploma/Degrees, 3. Relevant Experience certificates.

Candidates found to be potentially eligible will be invited for a written test in BID Hub, PN Chuttani Block, Research Block-B, PGIMER, Chandigarh. The date and time will be informed to shortlisted candidates.

Six top-scoring candidates who clear the written test will be required to appear for interview on the same day.

No TA/DA will be paid to candidates for the written Test or Interview.

Those appearing for the written test and interview should bring hard copy of the Application submitted by email; and all original documents.

Selected candidates will be expected to join immediately.

For additional details/queries: Please email: biomedhub.pgichd@gmail.com

PI & Hub Co-Ordinator.
Biomedical Instruments and Devices Hub
PGIMER, Chandigarh

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Rate your Knowledge/Experience/Skills in the following areas using a score of: <ul style="list-style-type: none"> • 4-Expert (i.e can work independently and also teach); • 3-Skilled (i.e can work independently but cannot teach); • 2-Fair (i.e can work with minimal supervision); • 1-Beginner (i.e can work with constant supervision); • 0-No experience/skill, but willing to learn rapidly. 				
Area/Topic			Your score	
• Data entry operations				
• MS Word operations				
• MS Excel operations				
• Internet applications				
• Financial record management				
• MS Powerpoint operations				
• Total score				
List of documents attached (attach attested photocopy):				
CV				
Class X certificate				
Class XII certificate				
Bachelor's Degree certificate				
Bachelor's Degree mark sheets				
Master's Degree certificate (if applicable)				
Master's Degree mark sheets (if applicable)				
Work experience WITH DOCUMENTARY PROOF				
Govt. issued Photo Identity (such as Aadhaar card, Passport, etc),				
Others				

I confirm that the details given above are true; and in case any discrepancies are found later, I may be disqualified from the Selection and/or Appointment process.

I understand that even if I am called for the Written test and/or Practical Test and/or personal Interview, and later it is found that I do not fulfil the Eligibility criteria, I will be disqualified immediately.

I understand that if any information/document submitted by me (at the time of application/ written test/ practical test/ Interview/ after selection/ after appointment) is found to be false, I will be immediately disqualified and action may be taken against me for the same.

I have prepared a single PDF file containing Personal Particulars form, Undertaking, brief CV and all documents listed above. The file is labelled with my name.

Name: **Signature:** **Date:**