

**Walk-In Interview for Post of Data Entry Operator (DEO) On Contract Basis for Shri Narayandasji Santram Maharaj
Improving Dialysis Outcomes Initiative Study**

Only eligible candidates can attend the Walk-In Interview for the post purely on contract basis for Shri Narayandasji Santram Maharaj Improving Dialysis Outcomes Initiative Study, JIPMER, Puducherry.

| Sl. No. | Name of Post | No. of Post | Consolidated Pay per month | Educational Qualifications and Experience | Desirable Qualification |
|---------|---------------------------|-------------|----------------------------|---|---|
| 1 | Data Entry Operator (DEO) | 1(One) | Rs. 13,500/- | Three year Graduate from a recognized university (with good command over spoken and written grammatical English) with knowledge of data entry work. | <ol style="list-style-type: none"> 1. More than one year of experience in Data Entry work in any Hospital. 2. Speed of 8000 key depressions per hour and at least 3 years experience in operation of PC 3. Knowledge of DTP packages and use of software programmes will be an added qualification. 4. Qualification in Stenography / maintenance of accounts, cashbook ledgers will be major advantage |

General Conditions:

1. The maximum age limit for the above contract posts is 28 years as on 1st March 2020
2. The application of candidates who do not fulfill any of the above eligibility criteria will not be considered.
3. The above positions are purely **temporary and contractual**. They are **not under JIPMER**.
4. The duration of the project is for one year.
5. The initial period of appointment against the posts will be for 6 (six) month which is extendable half yearly. Extension of the contract appointment against the posts will be considered on assessment of the performances and continuation of the project by the funding organization.
6. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.
7. No TA/DA will be paid for appearing interview and No accommodation will be provided.
8. Canvassing in any form will disqualify the candidate.

Interested eligible candidates can attend the Walk-In Interview along with their bio-data and attested copies of all educational qualifications, experience certificates and testimonials and 2 (two) recent passport size photographs to **“Office of Department of Nephrology, 3rd Floor, Superspeciality Block, JIPMER, Puducherry – 605006.**

Date of Walk-In Interview on 26th March 2020 at 10.00 a.m.



**Dr. Priyamvada P.S.
Additional Prof. & Head
Dept. of Nephrology
JIPMER**

Dr. PRIYAMVADA, P.S.
J.D. (M/Nephro),
Addl. Professor and Head
Regd. No. TN.SD. 30344
Dept. of Nephrology
JIPMER, Puducherry
605006.