

Dhanwantary Nagar, Puducherry, India 605006

Recruitment Notice

Name of the post	Data Entry Operator (BMGF Study), 1 Position
Department	Department of Neonatology
Age Criteria	18- 30 years
Emoluments/Duration	Rs. 20,000 per month consolidated, 24 Months
Location	Government Headquarters Hospital (GHQH), Cuddalore and JIPMER, Pondicherry The selected applicant will be expected to work at GHQH Cuddalore 4-5 days in a week and in JIPMER, Pondicherry for 1-2 days in a week. Hence applicants residing in and around Cuddalore will be given preference.
Job profile	The Data Entry Operator will be responsible for: <ul style="list-style-type: none">• Entering data into database, manage and maintain effective record keeping data• He / she will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work• Provide admin support to conferences, workshops and project related field visits• Keeping track of projects with updated reports• Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings• Responsible for organizing files, collecting and managing data to be entered into the computer
Qualifications and Experience	Essential: <ol style="list-style-type: none">1. Graduation degree from recognized University Desirable: <ol style="list-style-type: none">1. Computer diploma or degree from a recognized institute or equivalent2. 1 year work experience3. A speed test of not less than 8000 key Depression per hour for data entry work

Skills	<ul style="list-style-type: none"> • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in use of Microsoft Office applications • Good organizational behavior and problem solving skills • Well versed in recording the data • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good spelling, grammar, and punctuation skills
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GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
6. **Only candidates who can join by 09-09-2019 need to apply, as the position is to be filled on an urgent basis.**
7. This position will be purely on temporary/contractual basis for the specified period of time and based on project, and may be terminated earlier than expected.
8. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
9. **Only shortlisted candidates will be called for Written test/Interview. The short list will be posted on the JIPMER website approximately 2 weeks after this notice.**
10. Request for change in Written test/ Interview schedule will not be entertained under any circumstances.
11. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
12. Interested candidates may please send their current CV along with application form (attached on JIPMER website) with a recent color photo and three references **by e-mail with subject line mentioning "Application for the position "Data Entry Operator (BMGF Study)" to neonatologyjipmer@gmail.com**

13. Incomplete applications will stand summarily rejected without assigning any reasons thereof.
14. All results will be published on our website and **all future communications will be only through email.**
15. Canvassing in any form will be a disqualification.

Timeline for recruitment	
Application last date	02-09-2019 4:30 PM
Email ID for applying	neonatologyjipmer@gmail.com
Shortlist published on JIPMER website	04-09-2019 (approximate date)
Certificate Verification	06-09-2019 at 09:00 AM
Written screening test (single response type MCQ)	06-09-2019 at 10:00 AM
Interview (for those selected by screening test)	06-09-2019 at 02:00 PM
Venue	IC Verma Hall, Department of Neonatology, 1st Floor, Women & Children's Hospital, JIPMER
Announcement of results	07-09-2019
Expected joining date	09-09-2019