

ADVERTISEMENT FOR WALK-IN-INTERVIEW

Candidature is invited from eligible candidates for requirement of following position purely on contract under the VRDL scheme "Establishment of a network of laboratories for managing Epidemics and Natural Calamities" as per details below:

S. No.	Name of Position	No. of Position	Qualification and Experience	Upper Age limit	Salary
1.	Data Entry Operator (DEO)	1 (one)	<p>Essential: Graduation (any degree) with knowledge of data entry work & basic course in computer.</p> <p>Desirable: DOEACC 'A' level from a recognized Institute and 2 years' work experience in Government/ Autonomous/ PSU/ Recognized Institution</p> <p>Job Responsibilities:</p> <ol style="list-style-type: none"> 1. Computing utilization of project fund and monitoring it through the public financial management system (PFMS). 2. Drafting of letter or mail (in both Hindi and English) as required for the official work. 3. Preparation of line-list of clinical specimen received. 4. Coding and decoding of samples and submission of results to the online data portal. 5. Maintain the confidentiality of the results and the details of patient. 6. Perform any job related duties assigned by the principal investigator from time to time. 	35 years	Rs. 20,000/- per month. (Consolidated)

Candidates are required to come with duly filled form along with original documents of PAN card, /Aadhaar card, education qualification & experience certificates. A screening test to be conducted on **09.08.2024** for short-listing of the candidates and shortlisted candidates will be further interviewed/ skill assessment for final selection on same day by the constituted committee.

Nature of Employment: Purely temporary and contractual as per requirement.

Duration of Employment: 11 months, extendable depending on the candidate's performance, continuation of scheme and budget grant from the funding agency.

Date & time for the Walk-in-Interview: **Date: 09.08.2024** **Time: 9-10 AM**

Place of interview/personal discussion/skill assessment: - Lecture Theatre, Near, Department of Microbiology (Lal Building), LHMC, New Delhi.

Dr. Manoj B Jais
HOD, Director Professor & PI, VRDL
Department of Microbiology
LHMC, Delhi

निदेशक अवरार्थ एवं निशापत्रकार
 Director Professor & Head
 Department of Microbiology
 लाल भवन, एच.के. अस्पताल, नई दिल्ली-1
 LHMC & Smt. S.K. Hospital, New Delhi-1

Virus Research Diagnostic Laboratory
 Department of Microbiology, Lady Hardinge Medical College
 Shaheed Bhagat Singh Marg, Connaught Place, New Delhi, Delhi 110001

**Application form for Data Entry Operator (DEO): Purely on contract under the VRDL
 scheme "Establishment of a network of laboratories for managing Epidemics and
 Natural Calamities"**

Application for: DATA ENTRY OPERATOR

1. Name of the Applicant : _____
2. Father/Husband's Name: _____
3. Date of Birth: _____ Age _____
4. Gender: M/F: _____
5. Educational Qualification: _____

S.No	Academic / Professional Qualification	Name of Institution	Board / University	Course Duration / Yr. of Passing out	Division / Grade / %

6. Experience:

S.No	Designation	Name of Institution / Employer	From--- to	Key Responsibilities

7. Training / Short Course attended:

8. Award and / or Outstanding Achievements:

9. Contact Details:

a. Address:

b. Telephone Number (Res) _____ (Mobile - MUST)

c. Email -ID

UNDERTAKING

I undertake that, I..... have read the notice for requirement on purely temporary basis and have satisfied myself with the eligibility criteria. I also undertake that I will never claim regularisation or regular appointment or parity with regular employees in LHMC or any other Govt. establishment. Further, I undertake that the information furnished by me is true in all respect.

Date:

Signature of the Applicant

Place: