

Govt of National Territory of Delhi
Maulana Azad Medical College
2-Bahadur Shah Zafar Marg, New Delhi- 110002
Esophageal Database project

Applications are invited for the following post in Esophageal Database project, funded by Indian Council of Medical Research, under Principal Investigator, Department of Radiotherapy, MAMC.
 Interview + written test to be held on 5th Jan 2021.

S. No	Name of Post	Vacancy	Age Limit	Monthly Salary (INR)	Essential qualification	Desirable qualification	Job Description
1	Data Entry Operator	01	35 years	18000/-	<ul style="list-style-type: none"> • 03 years graduate degree from a recognised university with knowledge of data entry work. • Ability to work with Microsoft Office Suite Applications(MS Word, MS Excel,etc.) 	<ul style="list-style-type: none"> • Good command over spoken and written grammatical English • Speed of 15000 key depressions per hour through a speed test and at least 03 years of experience in operating a PC. Knowledge of DTP packages and use of software programmes will be an added qualification. Qualification in stenography/ maintaining accounts, cash book ledger will be a major advantage. Candidate from science stream with some work experience. 	(i) Data collection, Data entry, typing work, and data management related to project (ii) Any other job assigned by this office from time to time

Terms and Conditions:

1. The above post will be filled purely on temporary basis, co-terminus with project. The candidate will have NO right to claim for permanent employment under ICMR or for continuation of his/her services in any other project.
2. No benefit of Provident fund, Leave Travel concession, Medical claim, any other fringe benefits will be considered, since posts are purely on temporary basis.
3. No TA/DA will be paid for attending the interview.
4. There is no provision for providing govt. accommodation inside or outside the campus.
5. Experience shall count from the date of completion of minimum educational qualification.
6. Submission of incorrect or false information during the process of walk-in- written test and / or personal discussion shall disqualify the candidature at any stage.
7. Candidates employed in Govt. Service /Semi Govt. Autonomous Bodies of State/Central Govt. should submit a "No Objection Certificate" from their employer at the time of walk-in- written test and / personal discussion.
8. Employment would be subject to yearly renewal after assessment and can be terminated after giving one month prior notice.
9. Leaves will be as per rules and regulations permitted by MAMC, New Delhi for contractual positions.

10. Those interested should apply on plain paper and via email with their bio data, contact details and names of two referees (telephone number/ Email) to PI-Database, Department of Radiotherapy, MAMC. Eligible candidates are advised to bring CV along with Xerox copy (2 sets) of all the certificates along with original certificates.
11. The institute holds the right to relax the eligibility criteria of any staff during the selection process.
12. Applications may be sent to Room Num 124, Department of Radiotherapy, Lok Nayak Hospital, New Delhi-2. *Soft copy* of the application to be sent to the following email address: proacad1220@gmail.com
13. Last date for receipt of *hard copy of the application* along with CV and self attested copies of certificate of educational qualifications, professional experience and letter of recommendation from 02 referees is **31st December 2020** and date for test/interview is **5th January 2021**.

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In-Charge Data Centre to upload the notice on MAMC website

All Notice boards

Heads of premier medical institutes of India