

**Department of Microbiology
Maulana Azad Medical College
Bahadur Shah Zafar Marg,
New Delhi – 110002**

Ref No. MICRO/894

Date: 02/08/25

**ADVERTISEMENT FOR THE POST OF DATA ENTRY OPERATOR (DEO) ON
CONTRACTUAL BASIS IN STATE LEVEL VIRAL RESEARCH & DIAGNOSTIC
LABORATORY (VRDL), MAULANA AZAD MEDICAL COLLEGE, NEW DELHI-110002.**

Applications are invited from eligible candidates to be appointed to work on purely contractual basis for a period upto 31.03.2026 in **State Level Viral Research & Diagnostic Laboratory (VRDL)**, Department of Microbiology, Maulana Azad Medical College, New Delhi-02.

Willing eligible candidates may attend the walk-in-interview on the below mentioned date at 11:00 AM onwards in the department of Microbiology, MAMC. Kindly report at 9:30 AM in Room No. 124 (Seminar Room), First Floor, Department of Microbiology, Pathology Block, MAMC, New Delhi-02.

The details of post are as below:

S. No	Name of Post	No. of Post	Qualifications	Upper Age Limit	Date of Interview
1	Data Entry Operator (Consolidated Salary: Rs. 20,000/- per month)	01 (One)	➤ Essential Qualifications: • Graduation in any stream. • Knowledge of data entry work. • Basic course in computer. ➤ Desirable Qualifications/Experience: • DOEACC 'A' level from a recognized Institute • Two years experience in Electronic Data Processing (EDP) work in Government, Autonomous, PSU, Or Recognized Institution OR • A speed test of not less than 8000 key depressions per hour through speed test on Computer	30 years	18.08.2025

Nature of Employment: Contractual

Duration of Employment: The above post to be filled purely on contract basis for a period upto 31.03.2026, extendable depending upon the candidate's performance, continuation of scheme and budget grant from the funding agency.

Job Location: State level VRDL Laboratory, Department of Microbiology, MAMC, BSZ Marg, New Delhi, 110002.

Terms and Conditions:

1. For the above post candidate should not have completed the age as mentioned in table. Age limit shall be reckoned on the closing date of receipt of the application.

2. No TA/DA shall be paid for attending the interview/skill assessment.
3. Mere fulfilment of the essential qualification/experience does not guarantee selection. The decision of the selection committee regarding appointment of candidates will be final and no representation will be entertained in this regard. Selection committee reserves all rights to change the selection procedure, rules & cancellation of rules.
4. Applications not submitted in prescribed format and applications without supportive documents shall be summarily rejected.
5. In case large number of candidates turn up for the interview then written/Skill test may be held for the given post.
6. Qualification and experience should be in a relevant discipline/field and from a reputed institution/organization recognized by relevant authority. Experience shall be counted from the date of completion of minimum essential educational qualification. Age limit and experience will be considered as on the date of walk-in interview/personal discussion/skill assessment.
7. Submission of incorrect or false information during the process of selection/walk-in-interview/or personal discussion shall disqualify the candidature at any stage.
8. Canvassing and bringing inside or outside influence in any form for short listing and employment will be treated as a disqualification and the candidate will be debarred from selection process.
9. The above post is purely temporary. This could be extended/terminated depending as per the requirement of the Scheme and Satisfactory performance of the staff. No benefit of provident fund, Leave travel concession, Medical claim etc will be considered.
10. The candidate will have no right to claim for any type of Permanent Employment under MAMC or Delhi Government or continuation of his/her services in any other project.
11. Interview result will be notified on the website (www.mamc.delhi.gov.in).
12. Those appearing for Walk-in-Interview/personal discussion, he/she must bring all original certificates of (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (6) One set of self-attested photocopies of all documents. (7) Candidates should produce all certifications/testimonials.
13. Candidates who will report after the scheduled date/time will not be allowed to appear in an interview / or personal discussion.
14. Appointments will be given as per rules and regulation of the competent authority. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on Institutional website (www.mamc.delhi.gov.in) only and no separate notification shall be issued in the press.
15. The advertised posts are under the scheme for control of outbreaks and epidemics and hence the candidate may have to work in the affected areas in the country as and when required during an epidemic.
16. The competent authority will review the work of candidates appointed on the contract basis. If the review is unsatisfactory, the competent authority reserves the right to terminate the appointment of a candidate without any prior notice.

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Dr. Sonal Saxena
Director Professor & Head
Dept of Microbiology, MAMC

Copy to:

-College Notice Board

-College Website

APPLICATION FORMAT

1. Advertisement Ref. No. _____
2. Post Applied _____
3. Name (in block Letters) _____
4. Father/Husband Name _____
5. Mother's Name _____
6. Address (permanent) _____
7. Address for correspondence _____
8. Date of birth _____
9. Education Qualifications:

S.No	Academic Qualifications	Board/University	Name of the stream/Course	Percentage/CGPA	Year of Passing
1	10th				
2	12th				
3	Diploma				
4	Graduation				
5	Post Graduation				
6	Ph.D				
7.	others				

10. Details of Experience:

S.No	Date		Name of Organization	Whether the Organization is govt or non-govt? Yes or No	Experience in yrs		Position	Primary Job Responsibilities
	From	To			Govt	Non-Govt		

11. Telephone/Contact No. _____

12. Email _____

DECLARATION

I hereby solemnly declare and affirm that all statements made in this application are true complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect my candidature is liable to be cancelled/terminated besides taking any other action deemed for in this regard. I will have no claim for absorption after terminate/completion of contract period of tenure. I shall abide by term and conditions as prescribed.

SIGNATURE OF CANDIDATE