

Sub: Proposal for advertisement of temporary position and constitution of advisory committee for the recruitment of Data Entry Operator and Research Assistant.

It is submitted that Department of Neurology is going to run a Project entitled "IMPETUS Stroke:- Implementation of an evaluation and treatment package for uniform Stroke care and outcomes". For this a grant of Rs.3,59,815 has been received on 2-12-21 AYC No 10230616921 in favour of Director PGIMS Rohtak (copy enclosed).

To run this Project there is requirement to fill up the following posts with said qualification

Name of post	Qualifications	Age Limit	Experience	Duration	Consolidated emoluments per month INR
Data Entry Operator (one) Grade A	Intermediate or 12 th pass from recognized board. A speed of not less than 1,500 key depressions per hour Desirable - Candidates with experience in working in a clinical research project - Candidates with a diploma/degree certificate in computer training for at least 6 months - Candidates with a knowledge of MS Excel, MS Word, MS access	25 years	Nil	3 years	17,000/-
Research Assistant (one)	Graduate in science/relevant subjects from a recognized university OR Master's degree in the relevant subject. Desirable: - Candidates with experience in working in a clinical research project - Candidates with a diploma/degree certificate in computer training for at least 6 months - Candidates with a knowledge of MS Excel, MS Word, MS access	30 years	Three years work experience from a recognized institution	3 years	31,000/-

Hence, it is requested that permission may kindly be granted for advertisement of the temporary positions of the above mentioned posts (details enclosed) so that walk in interview may be held at the earliest as per following details.

Last date for receipt of online applications 5 PM on 20/12/21 to be submitted on E-Mail impetuspgimsrohtak@gmail.com

Venue for the Interview: Committee Room, Director Office, PGIMS, Rohtak.

Time & Date of Interview: 30/12/21 at 3 PM

If number of candidates are more, a test may be carried out.

Hard copy with supportive documents to be submitted at the time of interview

Original documents to be produced at the time of interview

A committee of the following officers may also be constituted for conducting the interview for the Recruitments of Temporary Position of the above said posts.

1. Director PGIMS, Rohtak. (Chair person)
2. Medical Superintendent, PGIMS, Rohtak. (Member)
3. Financial Advisor, PGIMS, Rohtak. (Member)
4. P.I of the project Dr. Kiran Bala Sr. Professor, Neurology (Member Secretary)

The above said may please be approved with or without modifications so that the interview may be held at the earliest.

Submitted for approval, please.

Sr. Prof. (Med.) & Head Neurology

Director Pls.

(Dr. Kiran Bala)
Sr. Professor, Neurology &
Principal Investigator

Signature
9/12/2021
Director

No. Nev 10/21/1032 Dtd. 7/12/21

Pt. B. D. Sharma PGIMS, Rohtak

APPLICATION FORM

Application for the post of:

1. Name of the Applicant (in block letter).
2. Father name (in block letter).
3. Date of Birth:
4. Sex (Male/Female).
5. Nationality
6. Marital Status:
7. Email ID:
8. Contact No:
9. Address:
10. Education Qualification:

Class	Board/Univ.	Year of Passing	Marks obt.	Max. Marks	Percentage %	Subject
10 th						
12 th						
Graduation						
Post-graduation						
Ph.D.						
Other:						

II. Experience

Post Held	Name of Organization	From	To	Experience

Signature

Dr. KIRAN BALA
 MD (Med) (P) (Neuro), DNB (Neuro)
 Senior Professor
 Department of Neurology
 Pt. B. D. Sharma PGIMS,
 ROHTAK (Haryana)