

Multidisciplinary Research Unit (MRU)

PT. B.D. Sharma Post Graduate Institute of Medical Sciences, Rohtak

RECRUITMENT FOR TEMPORARY POSITIONS:

Applications are invited for the following temporary position in the project - "Costing of Health Services in Different States of India (CHSI)" of the Department of Health Research (MOH & FW) Govt. of India sponsored Ayushman Bhatat-Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) at Multidisciplinary Research Unit (MRU), in Pt. B. D. Sharma PGIMS, Rohtak: -

S. No.	Post	No	Qualifications	Monthly Salary
1	Administrative Assistant	1	Essential Qualification: MBBS/ BDS/M.Sc. computer skills/ proficiency	Rs. 27,563/-

Last date for receipt of applications: 5 P.M. on 02/02/2021

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

Date of examination: 09/02/ 2021

Time: 9 A.M. onwards

Venue: Will be announced later.

Interview details:

Date: 09/02/ 2021

Time: 2 P.M. onwards

Venue: Committee Room of the Director Office, Pt. B. D. Sharma, PGIMS, Rohtak

Terms and Conditions:

- (i) The candidates must come with original documents for interview.
- (ii) The above posts are temporary and terminable on one-month notice.
- (iii) The work and conduct of all shall be evaluated per month.
- (iv) Experience in association with research project will be preferable.
- (v) If number of candidates are more, a test may be carried out.
- (vi) Computer knowledge of entering medical data is mandatory.

Applications complete in all respects should be emailed to:-

Nodal Officer, MRU, Pt. B. D. Sharma, PGIMS, Rohtak, Haryana

Email ID: nodalofficermrutk@gmail.com

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APPLICATION FORM

Application for the post of: **Administrative Assistant**

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 _____					
Other:					

11. Experience

Post Held	Name of Organization	From	To	Experience

Signature