

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

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 15000 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/- |

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 document will be checked at the time of interview