

DEPT. OF MICROBIOLOGY, PT. B.D. SHARMA POST GRADUATE INSTITUTE OF MEDICAL SCIENCES, ROHTAK

MICRO/2024/ 599

DATED: 12.3.24

RECRUITMENT FOR TEMPORARY POSITIONS:

Applications are invited for the following of contractual staff (one Data entry operator) under National Zoonotic disease surveillance programme and (one Project technical support III) under ICMR project- “One health approaches to understand the burden and threat of zoonotic tuberculosis, melioidosis and glanders in Uttarpradesh, Karnataka and Haryana state, multi-institute project”

1.	Name of Post	Data Entry Operator	Project Technical Support III
2.	No. of Post	1(one)	1 (one)
3.	Upper age limit	30 years	35 Years
4.	Essential qualifications	Graduate with 1-year Diploma course in computer application with one year experience in online data entry in a govt. hospital	THREE YEARS GRADUATION IN MICROBIOLOGY/BIOTECHNOLOGY + THREE YEARS EXPERIENCE OR POST GRADUATE IN MICROBIOLOGY/BIOTECHNOLOGY
5.	Desirable qualification	Computer Proficiency including MS Office word/ excel/ power point, email and internet.	Candidate with knowledge and technical experience in Microbiology/Biotechnology. laboratory experience in collection, Handling, transportation of infectious samples/agents, bacterial culture and identification, To assist in KAP study interview and data management, travel as per the need of project and able to coordinate with field team for appropriate sample collection
6.	Mode of appointment	Project Mode	Project Mode
7.	Salary	20,000/pm Consolidated (NO TA/DA/HRA will be provided)	Rs. 28000 + 9% HRA P.M on consolidated pay = Rs 30,520/pm (no other allowances admissible)
8.	Duration of post	One year from the date of appointment initially. Appointment is extendable for up to completion of the project, on the basis of work performance of the candidate by the concerned authority, if the permission to extend the project is granted by the organisations.	One year from the date of appointment initially. Appointment is extendable for up to completion of the project, on the basis of work performance of the candidate by the concerned authority, if the permission to extend the project is granted by the organisations.

9.	Nature of duties	<p>Data entry on IDSP/IHIP and other electronic database on real time basis that is preloaded on a designated project laptop/computer.</p> <p>To analyze demographic, clinical and laboratory data captured by the project in terms of frequencies and proportions.</p> <p>Provide assistance for data collection, compilation, reporting and analysis and other local action pertaining to the project.</p> <p>Assist in organizing training programmes.</p> <p>Assist in the organization of technical meetings.</p> <p>Assist in compilation of monthly reviews and periodic reports and plans under the project.</p> <p>To assist in completion of any other work assigned by Programme Division, DZDP, NCDC, New Delhi.</p> <p>To identify clustering of cases or any other important findings from the laboratory data under the supervision of Nodal Officer and its timely dissemination of the same to State and District Surveillance Officer and Entomologist – Health Department, State and District Animal Husbandry Department and other relevant stakeholders.</p>	Overall Coordination and conduct of the project activities including analysis and report writing along with the study team
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Note:

1. All the educational qualification/certificates shall be from recognized board/University.
2. All the experience gained shall be preferably from the Govt. organization and Experience from reputed National/International organization shall be considered.
3. Experience shall be from the relevant field/area, as required for the study of the project concerned.

Last date for receipts of applications : 30.3.24 by 3:00 pm

Interview details:

Date: 09.04.24

Time: 2:30pm

Venue: Committee Room of Director Office, Pt BD S PGIMS, Rohtak

Terms and Conditions:

- The candidate must come with 2 passport size photographs, all original documents (educational

qualification, date of birth, and work experience) , and one set of photocopies of relevant documents for interview.

- These posts are purely on contract basis and on a project mode, extendable for up to completion of this project, on the basis of work performance by the concerned authority, if the permission to extend the project is granted by the organisations.
- Candidates are required to submit an application (form can be downloaded from the website) along with the attested documents only through email. No Hard copies will be accepted.
- Incomplete application forms in any aspect will be rejected.

- The shortlisted candidates for interview will be informed through the mail and telephonically.
- No TA/DA will be paid for the interview.

Applications complete in all respect should be emailed to –

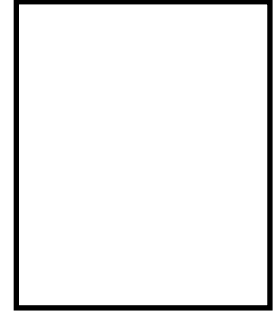
Nodal officer, Zoonotic Surveillance site, Dept. of Microbiology, PGIMS, Rohtak, Haryana

E mail ID – pgimsrtkzoonotic@gmail.com

APPLICATION FORM

Application for the post of _____

1. Name of the applicant (in block letter) _____
2. Father's name (in block letter) _____
3. Date of birth _____
4. Sex (Male/Female) _____
5. Email id _____
6. Contact No. _____
7. Address _____
8. Education Qualification



Class	Board/Univ.	Year of passing	Marks obt./ Maximum marks	Percentage (%)	Subject
10 th					
12 th					
Diploma					
Degree					
Post-graduation					
Higher degree					

Experience:-

Post held	Name of organization	From	To	Experience

Signature of Candidate