

GOVERNMENT MEDICAL COLLEGE, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 ☎ 0172-2665253-60, Fax No. 0172-2609360

(ESTABLISHMENT BRANCH-III)

PUBLIC APPOINTMENT NOTICE

Online applications are invited for filling up 04 posts of Data Entry Operators, on contract basis, initially for a period of one year, which can be extended. The educational qualification, break up of vacancies/categories and consolidated emoluments are as under: -

Sr. No	Name of the Post	No. of Vacancies			Fixed Consolidated emoluments	Educational Qualification
		Gen.	OBC	SC		
1.	Data Entry Operator	02	01	01	₹ 11,300/- per month	1. Bachelor's Degree. 2. Data Entry course or equivalent course from a reputed/recognized Institution. 3. Should possess a speed of not less than 8,000 keys depression per hour for Data Entry with 90% accuracy.

1. HOW TO APPLY ON LINE

- The candidate should apply Online for the above said posts till 14.11.2011 upto 5.00 p.m. No candidate can fill the online Application Form after the due date and time.
- The application is to be filled online on website www.gmch.gov.in by clicking at the link "**Jobs and Training**".
- Take the printout of System Generated Hardcopy, signed and send the same alongwith requisite demand draft to the Director Principal, Room No. 228-A, Block 'D', Hospital Building, Government Medical College & Hospital, Sector-32-B, Chandigarh by 21.11.2011 upto 5.00 p.m.
- No application will be considered without submitting System Generated hardcopy (Printout) of Online application alongwith requisite Demand Draft.
- On successful submission of form on the website www.gmch.gov.in, candidates are advised to retain one copy of the print out of the Form, which will have Registration Number/Application ID printed on it, for further enquiry.

Note: The applications received other than through online process will not be entertained and they will be rejected summarily.

2. TENURE OF THE POST

The above posts are on contract basis and will be filled up by engaging a person initially for a period of 01 years, which can be extended. It is also made clear that person so engaged on contract basis shall not be entitled for regularization of service or any consequential benefits.

3. **AGE LIMIT AS ON 01.01.2011:** 18-25 years.

4. **APPLICATION FEE**

- (i) The application fee is ₹ 100/- (₹ 25/- for SC candidates applying for SC category post only) as non-refundable, in the shape of Demand Draft payable at Chandigarh drawn in favour of Director Principal, Govt. Medical College & Hospital, Chandigarh. Demand Draft should be drawn on or after publication of the advertisement. Physically handicapped candidates are exempted from Application fee.
- (ii) Fee paid in any other mode will not be accepted.
- (iii) Fee once paid will not be refunded under any circumstances.
- (iv) Candidate must write his/her name and address on the back of the Demand Draft.

5. **RESERVATION AND RELAXATION:**

- (a) The reservation and relaxation in the upper age limit will be made only for the category of the posts reserved for such categories, as per the instructions issued by the Government of India from time to time.
- (b) The SC/OBC candidates applying for un-reserved posts are not entitled to any relaxation in upper age limit.
- (c) The claim of the candidate to SC and OBC categories should be considered only when the same is accompanied by the certificate issued by the competent authority in the format prescribed by the Government of India and should have the clause of non-creamy layer.

6. **CONSOLIDATED (FIXED EMOLUMENTS):** ₹ 11,300/- per month

The above said consolidated contractual amount as fixed will remain the same during the period of contract. It is also made clear that the person so engaged shall not be paid anything, in any form, over and above the amount of contract.

7. **OTHER GENERAL CONDITIONS:**

- i) The number of posts are tentative and can increase or decrease. The department reserves the right to reject/cancel any application or withdraw the posts at any time without assigning any reasons or without any notice whatsoever.
- ii) Those candidates, who are employed in Central Government/State Government/UTs/ Statutory Bodies/Research Institutes etc., should send their system generated hardcopy of online application "**Through Proper Channel**". However, they may send an Advance Copy of their system generated hardcopy of their application alongwith requisite application fee, so as to reach this office on or before the schedule date.

- iii) Incomplete/unsigned applications/applications other than system generated hardcopy of application and application received without fee and those received after the prescribed last date of receipt of application will be summarily rejected without any communication to the candidate.
- iv) No TA/DA will be paid for appearing in the Written Test/Interview.

Director Principal,
Government Medical College &
Hospital,
Sector-32, Chandigarh

Advt. No. GMCH/Estt.-III/EA4/2011/39455

Dated:27.10.2011