

GOVERNMENT MEDICAL COLLEGE HOSPITAL, SECTOR -32, CHANDIGARH
DEPARTMENT OF MICROBIOLOGY

Applications are invited for the following post on purely contract basis for a National Centre for Disease Control (NCDC) funded project entitled "National Programme on containment of Antimicrobial Resistance (AMR)" in the Department of Microbiology, GMCH, Chandigarh.

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|--------------------------|---|
| 1. Post : | DATA ENTRY OPERATOR |
| Pay: | Rs. 20,000/- per month consolidated |
| Essential Qualification: | <ol style="list-style-type: none">1. Graduate/ Diploma in Computer Applications from Govt. Recognized institution.2. Computer Proficiency including MS Office word/excel/ power point, email, and internet.3. Experience of minimum 1 year in Data management preferably in public health sector. |
| Desirable qualification: | Post graduate with Degree. |
| Age Limit: | Not more than 40 years. |
| Number of Posts: | 01 (One) |

The post is purely on contract basis till the project is continued. Interested candidates may submit their application (Hard copy) and bio-data by 26th Feb, 2024 upto 5 pm in the office of Department of Microbiology, Room No. 231, E-block, Level - 2, GMCH, Sector – 32, Chandigarh. Short listed candidates will be called for **Written Test/Interview**.

Note:

1. It is the responsibility of the candidate to ensure that the applications are reached timely. Applications received after due date shall be summarily rejected.
2. Incomplete applications or applications not accompanied by relevant documents will be summarily rejected. (Originals to be produced during the interview).
 - a) One recent passport size colour photograph.
 - b) Set of self-attested photocopies of the relevant documents i.e. Date of Birth, Educational / Professional qualification.
 - c) Experience Certificate.
 - d) NOC (in case of government job).
3. Applications received in response to the advertisement will be scrutinized / short listed and list of eligible candidates will be displayed on the website www.gmch.gov.in.
4. Depending on the number of applications received, candidates with desirable qualification only, may be called for written test / interview as decided by the competent authority.

5. Date and time of the interview / written test will be displayed later on the website www.gmch.gov.in.
6. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
7. Information/ updates pertaining to this advertisement will be displayed on the institute website www.gmch.gov.in.
8. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
9. Interview/written examination will be held at GMCH, Sector 32, Chandigarh. No TA/DA will be paid for attending the same.
10. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
11. The appointment is terminable with one month notice from either side without assigning any reason.
12. Since the project is purely temporary, the incumbents selected will have no claim for regular appointment under the NCDC or continuation of his/her services in any other project. No benefit of Provident, CCA, Leave Travel Concession, Medical claim etc. will be given.

Varsha

(Dr. Varsha Gupta)
Professor & Head
Department of Microbiology,
GMCH-32, Chandigarh.

No. GMCH-Micro-2024/ 338-340

Dated : 16.02.2024

Copy to:

1. Notice Board, Department of Microbiology.
2. Incharge, Computer section for uploading on GMCH Website.

Varsha

(Dr. Varsha Gupta)
Professor & Head
Department of Microbiology,
GMCH-32, Chandigarh.