

ICMR-National AIDS Research Institute
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
Plot No.73, G - Block, MIDC, Bhosari, Pune - 411 026
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Date: 07-04-2021

Advertisement No: NARI/SVG/2020-2021

Online applications are invited up to **20.04.2021** for the following post under project HSS. This post is purely temporary and initially is to be filled for the period of 3 months. It may extend monthly depending upon the project requirement.

Kindly email full bio-data, copies of proof of age, qualifications, experience, in case of OBC Non-creamy layer certificate from the competent authority empowered to issue such certificate should be emailed on recruitment.nari@gmail.com. Tentative date for personal discussion via skype/ video call will be confirmed to the shortlisted candidate through phone or email.

Sr. No.	Name of the post	No. of Post	Age	Essential Qualification	Desirable Qualification	Consolidated Salary	Job Responsibility
1.	Data Entry Operator	6	Up to 28 years	<p>i. Intermediate or 12th pass in science stream from recognized board with DOEACC 'A' level from a recognized institute and/or 2 years experience in EDP work in Government Autonomous, PSU or any other recognized organization</p> <p>ii. A speed test of not less than 8000 key depressions per hour through speed test on computer.</p>	<p>i. Experience in Data Entry in research projects or in any National Health Program</p> <p>ii. Work experience in Electronic Data Processing/Data management</p> <p>iii. Should be well conversant with various computer applications including MS Word, Excel</p>	Rs.18,000/-	<p>i. QC of forms received from site</p> <p>ii. Filing of forms in the file</p> <p>iii. Double Data Entry of forms</p>

It is mandatory:

Age and experience is relaxable in deserving cases. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application on email. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.

Nodal Officer

A.O

Director