Department of Pediatrics
Advanced Pediatrics Centre
Postgraduate Institute of Medical Education and Research
Chandigarh 160012

ADVERTISEMENT

Project Applications are invited for the post 'Data Entry Operator (Grade B)'; in the ICMR approved research projecttitled **"Center for Advanced Research"** in **Pediatric Emergency]** in the Department of Pediatrics, PGIMER, Chandigarh.

The interested candidates should submit their applications alongwith their curriculum vitae with supporting documents to the office of the undersigned Room Nos 3113, Level 3, A Block, latest by **Thursday 21st October 2021** up to 5:00 PM.

S. No.	Post	No. of Posts	Qualifications & Essential Requirements	Age Limit
1.	Consolidated Pay Rs. 18,000/- per month as per project guidelines	**Total Posts:** **3**	Intermediate (in science stream) or 12th pass (in science stream) from recognized board **WITH** DOEACC "A Level from a recognized Institute **OR** Intermediate (in science stream) or 12th pass (in science stream) from recognized board **WITH** 2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization. No candidates other than **Science Stream** are eligible.	General Category: 28 Years SC/ST: 33 Years OBC: 31 Years

Submission of Application:
Interested candidates may submit their hard copy of 2-page biodata in Room No. 3113, Level 3, A Block, Advanced Pediatrics Centre, PGIMER by **Thursday, 21st October 2021; 5:00 PM.** Biodata must include age, Date of birth, qualifications, experience, email address, mobile number and duly filled and signed **Eligibility check list (as attached).**
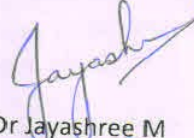
The application should also include a certificate from the recognized institute that the candidate has the speed of not less than 8,000 key depressions per hour through speed test on computer. Incomplete applications will not be considered.

Schedule of Written Test and Interview:
1. Last date for submission of application: **Monday 21st October 2021**
2. Written Screening Test:
   a. List of candidates eligible for **Written Screening test** will be displayed only on PGIMER website: **Thursday 02nd November 2021.** No queries will be entertained at the office/phone.

b. Screening test will include General Knowledge, English Language and computer software/hardware related questions.

c. Date of Written Screening test: **Tuesday 09ᵗʰ November at 11 AM**

d. Venue of Written Screening test: Lecture Theater, Level 4 , Department of Pharmacology, Research Block B, PGIMER

3. List of candidates who clear the written screening test and eligible for interview will be displayed only on PGIMER website on **Thursday 11ᵗʰ November 2021**

4. Interview – **Friday 12ᵗʰ November 2021**. Venue: PICU counselling room Level III B , Advanced Pediatrics Centre at 2.30 PM.

5. Final result will be displayed on PGI website.

6. Date of Joining: **Tuesday 16ᵗʰ November 2021**

No TA/DA will be paid for the written screening test or the interview.

Dr Jayashree M
Professor
Department of Pediatrics
Advanced Pediatrics Centre
PGIMER; Chandigarh

Copy to

1. All notice boards of PGIMER Chandigarh
2. The officer In Charge PGI website Computer section for wider circulation
3. Notice Board, Department of Pediatrics
4. Notice Board, Department of Pediatrics GMCH Sector 32
5. Notice Board, Department of Pediatrics Sec 16 Chandigarh Panchkula
6. Notice Board, Department of Pediatrics Sec 6, Panchkula
7. Employment Exchange, Chandigarh

No. Paed/ ICMR/CAR/155; Dated: 07-10-21

Department of Pediatrics, Advanced Pediatrics Centre
Postgraduate Institute of Medical Education and Research, Chandigarh 160012
Posts: Data Entry Operator (Grade B)

Under

Indian Council of Medical Research (ICMR) project entitled **"Centre for Advanced Research"** in Pediatric Emergency Care under Dr. Jayashree M, Professor, Department of Pediatrics, PGIMER, Chandigarh.
(Reference Advertisement: Paed/ICMR/CAR/155; Dated 7-10-21)
Eligibility Checklist IS MANDATORY and to be filled and signed along with application submission

Name	
Father's/ Husband's name	
Date of birth Age as on 21-10-21	
12th Science (Yes/No)	
DOEACC " A" Level (Yes/No)	
2 years Computer experience in EDP work (Yes/No)	Govt ☐ PSU ☐ Autonomous ☐ Other
Documentary evidence of speed typing >8000 key depressions per hour. Certificate attached (Yes/No)	
Documentary evidence of any category SC/ST/OBC (Yes/No)	

I confirm that I fulfill the Eligibility criteria and understand that in case I do not fulfill the Eligibility criteria, I may not be called for the written test.

I also understand that even if I am called for the Written test and/or personal Interview, and later it is found that I do not fulfill the Eligibility criteria, I will be disqualified immediately.

I understand that if any information/document submitted by me (at the time of application/written test/Interview/after selection/after appointment) is found to be fake, I will be immediately disqualified and action may be taken against me for the same.

Date: Signature of the applicant