



ARMED FORCES MEDICAL COLLEGE, PUNE

MULTI DISCIPLINARY RESEARCH UNIT (MRU)

Recruitment for Temporary Position: Department of Health Research (MoH& FW), Govt of India sponsored Multi-Disciplinary Research Unit (MRU)

Applications are invited for the **Recruitment of the following temporary position** for the Department of Health Research (MoH & FW) Govt. of India sponsored **Multi-Disciplinary Research Unit (MRU) in Armed Forces Medical College, Pune:**

Posts:

S. No.	Post	No. of Posts	Monthly consolidated remuneration (Rs.)
(a)	Data Entry Operator	01	20,000.00

Application and Selection Procedure

1. A candidate to submit the application full biodata in plain paper through registered post in the name of "The Sub Dean(Research Methodology), Multi Disciplinary Research Unit, Armed Forces Medical College, Solapur Road, Pune- 411 040 superscripted with Application for MDRU **Contractual Post of Data Entry Operator** to reach the Office on or before **15 Feb 2023 , 16:30 Hours**.

2. The Application received will be scrutinized by the selection committee.

3. The list of eligible candidates will be displayed on the College website. The candidates are advised to check the College website www.afmc.in for the date, time and venue of written test (if required) and interview. For any clarification contact Dr.Palaniswamy R, Research Scientist-II, MRU, AFMC Mob:+91-8217327062 and

E- mail: mruprocurement@gmail.com.

4. Eligible candidates will be notified by Email.

5. The final selection is based on Interview.

GOVERNMENT OF INDIA, MINISTRY OF HEALTH & FAMILY WELFARE,
DEPARTMENT OF HEALTH RESEARCH

GUIDELINES FOR ENGAGEMENT OF DATA ENTRY OPERATOR (ON
CONTRACTUAL BASIS) FOR THE ESTABLISHMENT OF MULTI-DISCIPLINARY
RESEARCH UNITS (MRUs) IN THE STATE GOVERNMENT MEDICAL COLLEGES
/ INSTITUTIONS:

Annexure-A

Data Entry Operator:

Eligibility criteria for the post:

12th Pass in Science Stream with Mathematics as a subject from recognized board or DOEACC 'A' level from a recognized institute and 2 years experience in EDP work in Govt., Autonomous, PSU, or Recognized Institution or Bachelor's degree in Computer Application/IT/Computer Science from a recognized Institution/University, with one year experience. Knowledge of MS Office, MS Word, MS Power Point and MS Excel.

A speed test of not less than 3000 key depressions per hour through speed test on computer.

Desirable: Graduates will be preferred.

GENERAL INFORMATION / INSTRUCTIONS

The posts are purely temporary and co-terminus with the project. The appointments are terminable with one months notice from either side without assigning any reason. The selected candidates will have no claim for regular appointment under Govt. of India or under ICMR or continuation of his/her services in any other project or under state Govt. or under Armed Forces Medical College, Pune. Benefits of Provident Fund, CCA, Leave Travel Concession etc., medical claim are not admissible. No TA/DA will be paid for attending interview, joining or termination of the services. Age upper limit as on the date of interview should be 27 years. Age is relaxable for meritorious, well qualified and experienced candidates who have worked in Govt./Autonomous set up and having relevant experience. Candidates possessing experience in work relating to laboratory research with non communicable diseases shall be preferred.

TERMS & CONDITIONS:

1. The candidate who is in service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
2. Canvassing of any Kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. The appointment is full time and private practice of any type is strictly prohibited.
5. He / She expected to conform to the rules of conduct and discipline as applicable to the institute employees.
6. The candidate should not have been convicted by any court of Law.
7. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority.
8. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
9. Applications incomplete in any aspect will be summarily rejected.
10. 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.
11. Applicants are requested to visit the website www.afmc.in
12. All disputes will be subject to jurisdictions of Court of Law at Pune (Maharashtra)

**Application for the post of _____ on Contractual Basis for
Multi Disciplinary Research Unit (MRU), ARMED FORCES MEDICAL COLLEGE, PUNE**

To,

The Sub Dean Research
Armed Forces Medical College, Solapur Road
Pune – 411 040 (Maharashtra)



**Sub: Application for the Post of _____ on Contractual
Basis for Multi-Disciplinary Research Unit (MRU), Armed Forces Medical College,
Pune**

Sir,

In response to your advertisement Notice No: _____ Dated _____ or the Post
of _____ on Contractual Basis for Multi-Disciplinary Research Unit (MRU),
Armed Forces Medical College, Pune.

My Bio – Data is given below:

Name of the Candidate (in block letters)			
Father's / Husband Name			
Permanent Address	House No/ Plot No/ Flat No		
Road/ Street Name/ Village			
Municipality/ City/ Town			
P.O		P.S	
Dist.		Pin Code	
Contact No (landline)		Mobile No.	
Email Id			
Date of Birth		Age as on 15-02-2023 (supporting document to be submitted)	
Religion		Sex (Male/ Female)	
Nationality		Category	General / SC / ST
Photo identity Proof (give attested supporting documents)			

EDUCATIONAL QUALIFICATIONS : (Attach attested copies)

Qualifications details	Board/ University Name	Form	To	Subject	Percentage
Secondary/matriculation					
Intermediate/Senior Secondary					
Post Graduation					
Ph D					
Any other relevant training / qualification					

Experience Detail : (Attach attested copies)

Name of Institute/ Organization	Duration From	Duration To	Position Held	Total experience in years

Details of Publication (Vancouver style): Attach Copies of the published Research Work, attach Separate sheet if required (Not applicable for post of Lab Tech / Lab assistant /DEO)

S. No.	Details of Publication (Vancouver Style):	Indexed/ Non – Indexed	Impact Factor

DECLARATION:

I affirm that the information in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidatures / appointment shall be summarily rejected or terminated without any notice

Place:

Date: Signature of Candidate

List of Enclosures (Attested Copies):

1. Date of Birth proof
2. Photo Identity card
3. Higher Secondary/ Madhyamik/ Graduation/ Post Graduation/ PhD and relevant qualifications.

4. **Certificate of experience**
5. **Research publications**
6. **NOC Certificate** (from the present employer)
7. **Any other relevant document**