



GOVERNMENT OF RAJASTHAN
OFFICE OF THE PRINCIPAL SMS MEDICAL COLLEGE AND
CONTROLLER OF THE ATTACHED HOSPITALS, JAIPUR
Ph. No.- 0141-2619020 / 2518516 E.mail- principalsmsmc@rajasthan.gov.in



No.F.5 (343)/MC/GS/2020/19297

Dated: 22/9/2020

Walk-in-interview

Project entitled "HLA DQ2 & HLA DQ8 haplotypes (heterodimers) in celiac children and their relationship with clinical, serological and histological features of Celiac Disease in Rajasthan (India) A multi-centric study" sanctioned by "Rajasthan University of Health Sciences" vide sanctioned letter No F7()Research/RUHS/2020/6298 dated 22.07.2020 under Dr. R.K. Gupta, Professor department of Pediatric Medicine of this Medical college.. Hereby applications are invited from the eligible candidates to appear in walk-in-interview for filling up the below post up to 31 March 2021 from the date of joining, in "attached proforma application" as per details mentioned below:-

S. No.	Name of Post	No. of Post	@ Honorarium Fix (Rs. Per month)	Qualification/eligibility & experience
1	Data Entry Operator	One	@ 10,000/- per month fix	Essential: <ul style="list-style-type: none">12th in any stream from any Board/InstitutionRS-CITCandidates must have typing speed at the rate of 30 words per minute in English and 25 words per minute in Hindi on Computer. Skill Knowledge: <ul style="list-style-type: none">Computer proficiency and commonly used packages like MS Word, Excel, power point, Outlook, Email operation etc.Certificate course in computer application and experience in research project in Medical Collage will be preferred Maximum Age: 35 years

Date of Walk-in-interview : 30/09/2020
Time of application submission on the date of interview : 10 .30 am to 11.30 am
Time of interview : started from 12.30 pm

1. This post is purely on temporary and contract basis till 31-03-2021 and on a project mode, after 31-03-2021 this contractual appointment will be automatically cancelled.
2. If "Rajasthan University of Health Sciences, Jaipur" will extend permission/funds under this project, the contractual appointment can be extended as per RUSH, Jaipur letter/permission & for the extension this institute will have reserve all rights. Extension will be with one day breakup of every year.
3. Candidates have to bring their Original documents/certificates during walk-in-interview.
4. Separate call letters will not be sent and no TA/DA will be paid for walk-in-interview.
5. This appointment shall not be a base for regularization of services or for any other similar purpose and shall not be challengeable in any Court of Law. The selected candidates shall have to submit an undertaking on affidavit on Non-Judicial stamp paper worth Rs. 50/- attested by notary (format will be given by this college after the selection) and Health certificate from medical board, SMS Medical College, Jaipur before joining.
6. Under signed reserves all the rights to change the number of posts as per requirement and to cancel the interview & selection without assigning any reason thereof.

EnL: - Application Performa/Annexure 1


PRINCIPAL & CONTROLLER

No.F.5 (343)/MC/GS/2020/19297

Dated: 22/9/2020

Copy forwarded to the following for information & necessary action:-

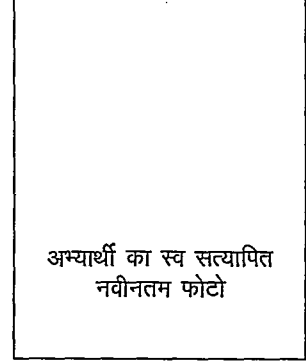
- 1- The Registrar, Rajasthan University of Health Sciences, Pratap Nagar, Sector-18, Kumbha Marg, Jaipur.
- 2- Dr. R.K. Gupta, Professor, Department of Pediatric Medicine through PHOD.
- 3- Nodal Officer College website with the remarks to please upload this advertisement on the college website immediately.
- 4- All Notice Boards/Guard file.


PRINCIPAL & CONTROLLER

**“HLA Dq2 & HLA DQ8 Haplotypes (heterodimers) in celiac children and thir relationship with clinical, serological and histological features of celiac disease in Rajasthan”
(RUHS Project)**

सेवामें,

श्रीमान् प्रधानाचार्य एवं नियंत्रक,
सवाई मानसिंह चिकित्सा महाविद्यालय,
जे.एल.एन. मार्ग
जयपुर-302004



विषय: **Data Entry Operator** के पद के लिये आवेदन पत्र बाबत।

- 1- नाम : _____
- 2- पिता/ पति का नाम : _____
- 3- जन्मतिथि (प्रमाण पत्र संलग्न करें) : _____
- 4- सम्पर्क सूत्र (मोबाईल नं./दूरभाष नं.) : _____
- 5- वर्ग (सामान्य/अ0जा0/अ0ज0जा0/अ0पि0व0/वि0पि0व0) (प्रमाण पत्र संलग्न करें) : _____
- 6- पत्र व्यवहार का पता : _____

- 7- मूल निवास का पता (यदि पत्र व्यवहार से पृथक हो तो) : _____

- 8- शैक्षणिक योग्यता (प्रमाण पत्रों एवं अंकतालिकाओं की प्रतिलिपि संलग्न करें):-

परीक्षा का नाम	उत्तीर्ण वर्ष	प्राप्तांक	पूर्णांक	प्राप्तांकों का प्रतिशत
10 वीं				
(10+2) 12 वीं				

कार्यानुभव (जिस रूप में या पद पर कार्य किया है) का नाम	कार्यानुभव कब से	कार्यानुभव कब तक	कुल कार्यानुभव की अवधि	कार्यानुभव की संस्था एवं स्थान

मैं घोषणा करता/करती हूँ कि उपरोक्त समस्त सूचना मेरे ज्ञान से पूर्णतः सही एवं सत्य है एवं गलत सूचना के लिये मैं स्वयं जिम्मेदार रहूँगा/रहूँगी एवं मेरा आवेदन निरस्त एवं चयन यदि होता है तो वह भी निरस्त समझा जावेगा।

दिनांक :-

अभ्यर्थी के हस्ताक्षर

TERMS OF REFERENCE	
General:	
Position	Data Entry Operator
No. of Post	One
Location	SMS Medical College and SPMCHI
Duration of Contract	The recruitment will initially upto 31 st March 2021, which shall be extendable subject to following conditions: <ol style="list-style-type: none"> a. Satisfactory performance b. Continued requirement of the position, and c. Approval of the position by RUHS/ SMS MC..
Eligibility Criteria:	
Category: General	
Maximum Age: 35 years	
Qualification/Experience:	
Essential: <ul style="list-style-type: none"> • 12th in any stream from any Board/Institution • RS-CIT • Candidates must have typing speed at the rate of 30 words per minute in English and 25 words per minute in Hindi on Computer. Skill knowledge: <ul style="list-style-type: none"> • Computer proficiency and commonly used packages like MS Word, Excel, power point , Outlook, Email operation etc. • Certificate course in computer application and experience in research project in Medical College will be preferred 	
Other Information/ Requirements/ Conditions	
Summary of Roles and Responsibilities:	
<ul style="list-style-type: none"> • Maintenance and keep up the day to day records of research project and collection of data in digital form. • Provide secretarial assistance to principal investigator and Co-investigators. • Analyse data and compile reports. • Any other job assigned by concerned officers. 	
Remuneration:	
Rs 10,000/ per month consolidated (all inclusive).	
Agreement:	
<ol style="list-style-type: none"> 1. Selected candidate will sign a contractual agreement before joining the post. 2. Engagement is purely contractual and can be terminated with one month notice from either party 	

Signature