

Date: 25/03/2022

Vacancy Notice

Project: "A tailored approach for development of comprehensive diabetic eye care model through integration of service at different level of public health facilities"

Applications are invited for filling the post of "Data Entry Operator" for the above-mentioned research project.

Post: Data Entry Operator"
No. of Posts: 01
Duration: 06 Months (can be extendable)
Qualification and Experience: <ul style="list-style-type: none"> - Candidate must be Graduate having experience of 5 years or above of field experience in data entry. - Having experience of 1-3 years or above in MS Office, MS Excel, MS PowerPoint, Java Script, REDCap or other data entry software. - Knowledge of public health medical terms. - Ability to built quick rapport with respondent.
Key Responsibilities: <ul style="list-style-type: none"> - Identify selected household. - Data entry of questionnaires and other data in the computer.
Emoluments (per month): Commensurate with qualification and experience.

How to apply: Interested candidates should submit their CV's (detailed) along with total experience to email dretino2020@gmail.com by **30th March 2022 by 05:00 PM** having subject titled "Application for the post of **Data Entry Operator.**" Incomplete applications will merely be rejected.

Terms and Conditions:

1. **The post is purely temporary.** Employment will automatically terminate upon completion/termination of project and there is no liability for permanent employment on PGIMER Chandigarh or Principal Investigator or funding agency.
2. Only shortlisted candidates will be call/informed for interview. The date, time and the venue of the interview will be informed to the candidate by E-mail/SMS.
3. Any application received after the expiry of vacancy notice will not be entertained.
4. No TA/DA will be provided.

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