

Paed/med/19/2291  
11/4/17

Department of Pediatrics, Advanced Pediatrics Centre

Postgraduate Institute of Medical Education and Research, Chandigarh 160012

**ADVERTISEMENT**

Applications are invited for the posts of **Data Entry Operator (Grade B): 7 Posts** for an 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.

**The projects under CAR for which vacancies are being advertised are as follows:**

1. Development and maintenance of a database (at Advanced Pediatrics Centre,PGIMER)  
**Data Entry Operator Grade B: 2 Posts**
2. Evaluation of effectiveness of a triage system in streamlining and prioritizing emergency care (1 each for Advanced Pediatrics Centre PGIMER, GMCH Sec 32 and Civil Hospital Sector 6 Panchkula)  
**Data Entry Operator Grade B: 3 posts**
3. Constitution and evaluation of Rapid Response Team for dealing with in hospital emergencies at (at Advanced Pediatrics Centre,PGIMER)  
**Data Entry Operator Grade B: 1 post**
4. Evaluation of barriers in implementation and impact of protocol-based care in Pediatric Emergency Department (at Advanced Pediatrics Centre,PGIMER)  
**Data Entry Operator Grade B: 1 post**

**Total No of Posts: 7**

General Category: 5

SC/ST: 1

OBC: 1

**Essential Qualifications:**

**INTERMEDIATE or 12<sup>th</sup> 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.

**Age limit:**

General Category: 28 Years

SC/ST: 33 Years

OBC: 31 Years

**Salary:**

Consolidated Pay Rs. 18,000/- per month as per project guidelines

These posts are purely on contract basis and will be extendable periodically until the project finishes.

**Submission of Application:**

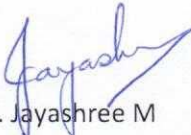
Interested candidates may submit their hard copy of 2-page biodata in Room No. 3113, Level 3, A Block, Advanced Pediatrics Centre, PGIMER by **25<sup>th</sup> April 2019; 5:00 PM**. Biodata must include age, Date of birth, qualifications, experience, email address, mobile number and duly filled and signed **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 15,000 key depressions per hour through speed test on computer. Incomplete applications will not be considered.

**Schedule of Written Test and Interview:**

1. Advertisement of posts: **11<sup>th</sup> April 2019**
2. Last date for submission of application: **Thursday 25<sup>th</sup> April 2019**
3. Written Screening Test:
  - a. List of candidates eligible for **Written Screening test** will be displayed **ONLY ON** PGIMER website on **Tuesday 30<sup>th</sup> April 2019**. 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: **Friday, 3<sup>rd</sup> May 2019 at 11 AM**
  - d. Venue of Written Screening test: Lecture Theater, Level 4A, Department of Pharmacology, Research Block B, PGI
4. List of candidates who clear the written screening test and will be eligible for interview will be displayed **ONLY ON PGIMER WEBSITE** on **Saturday 4<sup>th</sup> May 2019**
5. Interview – **Monday 6<sup>th</sup> May**. Venue: Seminar room Level II A, Advanced Pediatrics Centre at 2.30 PM.
6. **FINAL RESULT WILL BE DISPLAYED ON PGI WEBSITE.**

No TA/DA will be paid for the written screening test or the interview. The candidates selected will be required to join by **15<sup>th</sup> May , 2019**.

  
Dr. Jayashree M  
Professor, Dept of Pediatrics  
PGIMER, Chandigarh

No. Paed/ ICMR/CAR/60; Dated: 11-04-19

Copy to:

1. Notice Board, Department of Pediatrics
2. Notice Board, Department of Pediatrics, GMCH Sector 32
3. Notice Board, Department of Pediatrics Civil Hospital Sector 6 Panchkula
4. Computer Section, PGIMER for uploading on PGIMER website
5. Employees Exchange
6. ICMR for information and dissemination

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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.

Name	
Fathers/ Husband's name	
Date of birth Age as on 25/04/2019	
12 <sup>th</sup> science (Yes/No)	
DOEACC " A" Level (Yes/No)	
2 yrs Computer experience in EDP work (Yes/No)	Govt <input type="checkbox"/> PSU <input type="checkbox"/> Autonomous <input type="checkbox"/> Any other <input type="checkbox"/>
Documentary evidence of speed typing >15000 key depressions per hour. Certificate attached (Yes/No)	
Documentary evidence of any category SC/ST/OBC (Yes/No)	

**Eligibility Checklist to be filled and signed along with application submission**

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 Practical 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/practical 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