

Notice

Applications are invited for one post of Data Entry Operator (DEO) sanctioned under DST project "Biomedical Instruments and Devices Hub – A Center for innovation, Design and Clinical validation".

The post will be initially filled up to **three months** but may be further extended depending on the performance and work capabilities of the selected candidate.

Job Description and Qualification for Recruitment of Data Entry Operator for DST BID-Hub at PGIMER, Chandigarh

The Department of Science and Technology (DST), New Delhi is a nodal agency established by Government of India and connects the science sector to the government verticals. It not only develops science and technology policies but also strengthens human resources and institutional capacities.

In this regard "Biomedical Instruments and Devices Hub – A Center for innovation, Design and Clinical validation" has been approved by DST and has been set up at PGIMER, Chandigarh. The BID-Hub is having facilities for (i) Biomedical Instruments/Devices testing/ Calibration. (ii) Development of indigenously developed device/instruments and (iii) Training/teaching activities related to biomedical instrumentation and related innovation.

Qualification and Experience: -

- Graduation in any stream
and
- Diploma in Computer Application or 1 Year experience of operating computer and MS Office software like MS Word, Excel, PowerPoint

Duties & Responsibilities: -

- Collecting and entering data in database
- Maintaining accurate records of valuable project
- Fast typing an eye for detail and familiarity with spreadsheets and online forms
- Keeping record of accounts

Age: -

- 18 to 35 years

Salary: -

- Fixed @ Rs. 23,000/- per month

Application last date: 12-02-2024

Kindly submit the following documents (in the order given below) by email to bidhubrecruitment@gmail.com with subject "**Recruitment of Data Entry Operator**".

All documents should be in a SINGLE pdf file not larger than 5MB. Please compress the file if it is larger and then send.

Each page should be signed by the candidate with name and date mentioned under the signature.

1. Brief CV with details of qualifications, experience, etc.
2. Undertaking in the following format:

UNDERTAKING

I confirm that the details and documents given in my application file are true; and in case any discrepancies are found later, I may be disqualified from the Selection and/or Appointment process, with or without information to me.

Candidates found to be potentially suitable will be invited to appear in person for a written test (date will be notified later) in Biomedical Hub, PN Chhuttani Block/Research Block-B, PGIMER, Chandigarh. Top Scoring three candidates will be required to appear for interview on the same day. No TA/DA will be paid to candidates for the written Test or Interview. Those appearing for the Interview should come with original of the Application file (and all documents) submitted by email; and also, one attested photocopy of the same. Selected candidates will be expected to join immediately.



Hub Administrator
Biomedical Instruments and Devices Hub
Centre for Innovation, Design and Clinical Validation
PN Chhuttani Block/Research Block-B, 6th Floor, Room No 6015, PGIMER, Chandigarh -160012
Phone: 0172-2755392
Email: bidhubrecruitment@gmail.com

H S JATTANA
Hub Administrator
Biomedical Instruments and Devices Hub
PGIMER, Chandigarh