



**INDIAN COUNCIL OF MEDICAL RESEARCH  
ANSARI NAGAR, NEW DELHI**

**Walk-in-Interview**

Walk-in-interview will be held on 25<sup>th</sup> October, 2019 for the post of Data Entry Operator (Grade-B) purely on temporary basis at ICMR Hqrs office, New Delhi under Coordinating Centre for "Cleft Lip and Palate anomaly in India; Clinical profile Risk factors and current status of treatment: A hospital based study"- at Division of NCD, ICMR Hqrs, New Delhi. The engagement will be initially for a period of six (6) month and extendable upto the period of the project on a yearly basis subject to satisfactory performance and requirement.

Name of the Post	:	<b>Data Entry Operator (Grade-B)</b>
Number of Post	:	1 (One)
Category	:	Un-reserved
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  A speed test of not less than 15000 key depressions per hour through speed test on computer
Desirable Qualification	:	Two year of working experience in the field of data entry, office management and other administrative work.
Age limit	:	Up to 28 years (as on the date of Walk-in-interview)  (Age relaxation in case of SC/ST/OBC as per rules)
Emoluments	:	Rs. 18,000/- per month (consolidated)
Job requirement	:	The selected candidate will assist the Division of NCD and Programme Officer concerned in the management and coordination of the above project.

The post is purely temporary for a period of Six month. The appointment is terminable with one month notice from either side. The selected candidates will be governed by the ICMR rules applicable to temporary project staff. The selected candidate will have no claim for regular appointment under ICMR. Benefits of provident fund, CCA, LTC, Medical Claim etc. are not admissible. No TA/DA will be paid for attending the interview.

Desired applicants may submit their application alongwith a copy of their biodata & supporting documents at the time of Walk-in-interview. The applications will be accepted from 9:00A.M. onwards at ICMR Hqrs. Office, Ramalingaswami, Bhawan, Ansari Nagar, New Delhi. No application will be entertained after 10.30A.M. on 25<sup>th</sup> October, 2019. Please bring the original & self attested copies of certificates of your educational qualification and experience.

(Ishwar Likhar)  
Admn. Officer  
**For Director-General**