

**DR. RAJENDRA PRASAD GOVT. MEDICAL COLLEGE KANGRA AT TANDA (HP)**  
**(Establishment of a network of Laboratories for Managing epidemics and Natural Calamities (VRDL)**  
**(ADVERTIZEMENT)**

Applications are invited for the post/s of Data Entry Operator and Multi tasking staff in Viral Research and Diagnostic Project (VRDL) of DHR/ICMR in the Department of Microbiology, Dr. R.P. Govt. Medical College Kangra at Tanda, Himachal Pradesh

S.No.	Name of the Post	Required Qualification & Experience	No of Posts	Consolidated remuneration per month	Upper Age Limit
1.	Data Entry Operator	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Graduate with knowledge of data entry work.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>➤ Minimum one year experience in relevant field in govt. institutes.</li> <li>➤ Preference will be given to BCA/B.Sc. (IT) or equivalent recognized university / institution</li> <li>➤ Typing speed 40 characters per minute.</li> <li>➤ Basic knowledge of software and hardware and able to attend trouble shooting of computers, printers and network connectivity.</li> <li>➤ Ability to compile health related report.</li> </ul>	01 (One)	20,000	35 Years  (The upper age limit is relaxable as per govt. rules)
2.	Multi-Tasking Staff	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ High School/Matric/Equivalent from a recognized board</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>➤ Preference will be given to the candidate having experience in hospital based settings with knowledge of working in laboratory and aware of biomedical waste management protocols.</li> </ul>	01 (One)	18,000	35 Years  (The upper age limit is relaxable as per govt. rules)

**Important Instructions:**

1. Post/s is/are purely temporary. Appointment will be made initially for a period of 89 days and may be extended further based on the tenure of project. The appointment can be terminated at any time even before the end of the contract period due to any reason. In case of such premature termination one month's prior notice or one month's salary in lieu of the same will be provided. The same will not be hold true in case of premature termination due to performance related issues. Candidate can leave the job prematurely giving one month notice or one month's salary in lieu of the same.
2. Application and Selection Procedure: Candidates have to submit the application form through speed post/registered post in the name of **Head of the Department, Department of Microbiology, Dr Rajendra Prasad Govt. Medical College Kangra at Tanda, Himachal Pradesh 176002** with superscripted as "**Application for the VRDL Contractual Post**" on or before 30-06-2022 at 4:00 PM. If the last date is holiday the next working day will be counted as a last date for the receipt of application. It is the sole responsibility of the candidate to track for the application and the undersigned is not responsible for any postal delay. The application received will be scrutinized by the committee. The candidate found eligible will be called for interview/written

test as eligible followed by document authentication. The candidates are advised to check the college website <http://www.rpgmc.ac.in/> for the date, time and venue for the written test.

**3. Document to be submitted:**

The candidate need to submit the application as per format provided. The number of rows may be added if desired by the candidate. No change in serial no, order and the heading of column to be made. The application in said format is to be properly typed and signed. Two recent self-signed passport sized colored photograph are to be attached with stapled/pinned on the first page of the performa format.

**4. Qualification:** Qualification and degree should be from recognized board/university

**5. Age limit** is up to 35 years

**6. Other Instructions:**

- The post/s is/are purely contractual/ temporary and as such they will not have any claim whatsoever for regularization neither in the DRPGMC Tanda nor at ICMR. The mere fulfillment of the requisite essential qualification /experience does not guarantee selection.
- During the period of the project as well as on its termination the DRPGMC Tanda as well as the ICMR will have no legal liabilities relating to staff.
- Performance will be accessed on regular basis
- Contract can be terminated at any time based if the performance of the candidate is found unsatisfactory, her/his service can be terminated in that stage without giving a notice,
- Candidate will have to submit an affidavit at the time of joining that they will accept all the general instructions & terms and conditions related to the post.
- No TA/DA will be paid, neither for appearing in the interview nor for joining the assignment and for the period of work.



**Principal  
DRPGMC Kangra at Tanda (HP)**

**Copy to:-**

1. In-charge, college website is requested to upload the advertisement notice on college website.



**Principal  
DRPGMC Kangra at Tanda (HP)**



**Format**

Post applied for:.....

S. No.	Particular	Details	Supporting document attached Yes/No	Attached document No.	For office use only (not to be filled by candidate)
1.	Name (as on Matric certificate)				
2.	Father's name				
3.	Age				
4.	DOB (as on Matric certificate)				
5.	Sex (Male/Female)				
6 (a)	Qualification details: Essential:				
6 (b)	Desirable				

**Note: attach all the relevant certificate photocopies duly attested. The more rows may be added if required by the applicant.**

**Signature of candidate**