**Department of Pathology**

**Dr. Rajendra Prasad Government Medical College, Kangra, Himachal Pradesh, 176001.**

**HFW-H(DRPGMC)/PATH /2023/ 654 dated: 13/12/23**

 *Quotation for outsourcing services*

Department of Pathology, Dr. Rajendra Prasad Government Medical College,Kangra at Tanda, Himachal Pradesh is planning to avail the services from individual for a **Data entry operator** under health research project titled “Type of anemia in patients with newly diagnosed Diabetes Mellitus” under “Research Grant Program”. The department invites quotations with following terms;

Research Project 1: **Duration: 03 Months**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post** | **No. of vacancies** | **Qualification** | **Salary** |
| **Data Entry Operator** |  **01** | **Eligibility:*** The person has not been barred by any government agency or no complaint should be pending with government or its agencies.
* The preference shall be given to individual based close to Dr.Rajendra Prasad Government Medical College,Kangra, HimachalPradesh.
* The services are to be extended in the name of Principal Investigator,in department of Pathology.

**Technical Requirements:*** Should be well versed with Excel,Microsoft office/Entry of the collected data
* Should be holding diploma/degree in computer science.
* Typing speed of at least 35 words/minute
 | **Rs 7560/- per month** |

 **Selection Procedure***:*

The proposal shall be evaluated by an Evaluation Committee constituted in the department for such purpose.

The Evaluation committee shall evaluate the technical proposals and shortlist competent individual for further processing

The Quotations shall be posted or delivered in person to the undersigned not later than 27th December 2023, upto 4 PM

**Note**:Unsealed applications will be rejected.

This office reserves the right to reject any application describing a required service,which is not according to requirements.

The invitee will in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

Quotations will be opened on 28th December ,2023 at 11:00 AM in department of Pathology(RoomNo:616,1stfloor,para-clinicalblock),Dr.RPGMC.

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conduct or outcome of the bidding process.

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Dr Rashmi Kaul

Prof &Head

Deptt of Pathology cum Principal Investigator,project

DrRPGMC,Kangra at Tanda