

**Division of Human Resource Planning & Development (HRD)**  
**(STS-Unit)**

**ADVERTISEMENT**


The following position has to be filled purely on temporary basis under the STS Program of ICMR, New Delhi.

<b>Data Entry Operator (DEO) Grade-A Contractual Position</b>		
1.	Name of the Post	Data Entry Operator (One) (Grade-A)
2.	Number of Post	One
3.	Upper Age Limit	Not more than 25 years as on 21 <sup>st</sup> August, 2020
4.	Consolidated Salary	Rs.17, 000/- pm (fixed) corresponding to PB-Rs.5200- 20200+ GP 2400)
5.	Duration	Until 30/11/2020 (may be extended as per requirement)
6.	Essential Qualification and Experience	12 <sup>th</sup> (Senior Secondary/relevant subjects from a recognized board). A speed of not less than 1500 key depressing per hour through speed test on computer.
7.	Desirable Experience	Two years experience of administrative work, proficiency in MS-office MS-excel communication skills and typing speed.
8.	Nature of Duties	(1) STS project activities and entries. (2) To assist in preparation of all STS work. (3) To assist in any other work related to the project or other scientific work/ technical activities of the Division. (4) To assist all the work assigned by the Head HRD/Program Officer (typing, photocopy, certificates, dispatch, scrutinized of all the STS participants' documents etc.

**General Terms and Conditions:**

- i. The Post is to be filled on purely temporary basis till the project lasts. The appointment can be terminated with one-month notice from either side without assigning any reason.
- ii. Since the post is purely temporary, the incumbents selected will have no claim for regular appointments at Division of HRD or the ICMR Hqrs. or any other ICMR Institute or claim continuation of his/her service in any other project. No other benefits are admissible as per ICMR rule.
- iii. No TA/DA will be paid for attending the interview.
- iv. Leave shall be as per ICMR rules for project staff.
- v. Age relaxation will be as per Govt. of India norms.

- vi. Qualification and experience should be from a recognized university/organization/institution. Experience should have been gained after acquiring the minimum essential qualification.
- vii. Mere fulfilling the essential qualification does not guarantee the selection.
- viii. Appointing authority, reserves the right to consider or reject any application/candidature.
- ix. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- x. Canvassing in any form will be a disqualification and the decision of the Selection Committee will be final.
- xi. Interested candidates fulfilling the educational qualifications and experience may apply in the prescribed format. PDF of the duly filled in format along with copies of all certificates and testimonials may be sent by e-mail to [icmr.crihrd@gmail.com](mailto:icmr.crihrd@gmail.com) on or before 25<sup>th</sup> August, 2020 by 5:00pm. Candidates may clearly mention the post and project applied for in the subject of e-mail and in the application form and separate applications may be sent for each post applied. Shortlisted candidates will be called for a personal discussion by video conferencing (link will be provided).

  
(Harjeet Kaur Bajaj)  
Administrative officer-STS-HRD  
(For Director General)