

File No - F.No - (60)/47/RT/MAMC-LNH/2017-18

Date - 21/06/23

Govt of National Territory of Delhi
Maulana Azad Medical College
2-Bahadur Shah Zafar Marg, New Delhi- 110002
HBCR project

Applications are invited for the following post in Hospital Based Cancer Registry (HBCR) project, funded by Indian Council of Medical Research, Ministry of Health and Family Welfare, Government of India under Principal Investigator, HBCR, MAMC. Date for written test + Interview is 28th July 2023 at Room no- 114, Department of Radiotherapy, MAMC at 9:30 A.M.

S. No	Name of Post	Vacancy	Essential qualification	Desirable qualification	Age	Monthly Salary
1	Data Entry Operator	01	<ul style="list-style-type: none">03 years graduate degree from a recognised university with knowledge of data entry work.Ability to work with Microsoft Office Suite Applications (MS Word, MS Excel, etc.)	<ul style="list-style-type: none">Good command over spoken and written grammatical EnglishSpeed of 15000 key depressions per hour through a speed test and at least 03 years of experience in operating a PC. Knowledge of DTP packages and use of software programmes will be an added qualification. Qualification in stenography/ maintaining accounts, cash book ledger will be a major advantage. Candidate from science stream with some work experience.	Not exceeding 28 years	INR 17000/-

Terms and Conditions:

- The above posts will be filled purely on temporary basis subject to yearly renewal, co-terminus with project and the candidate will have NO right to claim for permanent employment under NCDIR/NCRP/ICMR or for continuation of his/her services in any other project.

- No benefit of Provident fund, Leave Travel concession, Medical claim, any other fringe benefits will be considered, since posts are purely on temporary basis.
3. No TA/DA will be paid for attending the interview.
 4. There is no provision for providing govt. accommodation inside or outside the campus.
 5. Employment would be subject to yearly renewal after assessment and can be terminated after giving one month prior notice.
 6. Leaves will be as per rules and regulations permitted by MAMC, New Delhi for contractual positions.
 7. Those interested should apply on plain paper and via email with their bio data, contact details and names of two referees (telephone number/ Email) to PI-HBCR Department of Radiotherapy, MAMC. Eligible candidates are advised to bring CV along with Xerox copy (2 sets) of all the certificates along with original certificates.
 8. Last date for receipt of hard copy of the application along with CV and self attested copies of certificate of educational qualifications, professional experience and letter of recommendation from 02 referees is **17th July 2023**.
 9. Applications may be sent to PI-HBCR, Room Num 124, Department of Radiotherapy, Maulana Azad Medical College, 2 BSZ Marg, New Delhi-2. Soft copy of the application to be sent to the following email address: hbcrc.mamc@gmail.com

Copy to

In-Charge Data Centre to upload the notice on MAMC website

All Notice boards

Heads of premier medical institutes of India