

Draft advertisement

*“Establishment of Network of Managing Epidemics and Natural Calamities - reg”
(Scheme no.*

5066) Principal Investigator: Prof. Gopal Nath, Department of Microbiology, IMS

Applications are invited for the post of:

Sr. no.	Name of the post	No. of post	Essential Qualifications	Remuneration per month
1.	Data Entry Operator (DEO)	One	<p>12th pass or equivalent from recognized board. A speed test of not less than 15000key depressions per hour through speed test on computer</p> <p>Desirable qualification: Six months experience of working in Virology laboratory, Degree/Diploma/Certificate in computer applications from a reputed institute, advanced diploma in computer application. Typing speed English @40 w.p.m Or Typing speed Hindi @30 w.p.m. Maintenance of office and field data. 1 year degree or diploma in Basic computer knowledge of word/Excel/Power point.</p> <p>Job description: Entering various data generated in laboratory on associated portal such as NIE, ICMR COVID portal, and UP portal. Creating and maintaining excel sheets of all laboratory-related data Computerization of information on research data, preparation of presentation, knowledge in handling laboratory instruments and office work, etc. All office/clerical work related to the VRDL</p>	Consolidated @ Rs. 20000/-per month
2.	Multi-tasking Staff (MTS)	One	<p>High School or equivalent with one year experience in the field of clinical laboratory from a government institution or recognized institute or certificate of one year training in the relevant area or ITI or National Trade certificate of National Council for Vocational Training and successful completion of ATS in relevant trade from a government recognized board.</p> <p>Desirable qualification: Six months experience of working in Virology laboratory</p> <p>Job description: Cleaning of Glassware and lab-ware, lab platform,</p>	Consolidated @18000/- per month

			refrigerators, freezers etc. Transporting files/documents to administration. Organizing various laboratories in a neat manner. Any other work, as requested by other officers and staff of VRDL.	
--	--	--	---	--

In a project entitled ““Network of Managing Epidemics and Natural Calamities- reg”” (Scheme no. 5066) sponsored by Department of Health Research, Government of India sanctioned for 5 years. The posts are temporary and co terminus with the project. The entire criterion being equal SC/ST candidates will be preferred as per GOI rules.

Application on plain paper with covering letter of the application mentioning Name , permanent and corresponding address, names of father and mother, telephone/ mobile numbers, email ID detailed of educational career (Starting from High School or equivalent to the highest) along with self attestedcopies of all mark sheets and certificates and details of any research or other experiences etc., if any (attached format). Application letter should reach within 21 days of this advertisement (either online or offline), to the P.I. Prof Gopal Nath, Department of Microbiology, Institute of Medical Sciences, Banaras Hindu University, Varanasi-221005.

No TA/DA will be paid if called for interview.

Terms and conditions

1. All the above-mentioned vacancies are for fixed tenure of twelve months and not an employment on BHU pay roll. Employment will automatically terminate upon completion of the tenure from the day of joining of duties and there is no liability for permanent employment on BHU, Varanasi or principal investigator.
2. Extension of contract beyond twelve months would depend on the continuation of the scheme, candidates' performance and budget grant from the funding agency.
3. No TA/DA will be paid for attending the interview. Shortlisted candidates need to appear for walk-in interview. Candidates should bring duly filled application form (As per the prescribed Performa) and all original certificates of educational qualifications, copies of research publication and experience certificate (if available) along with a photo and a set of self-attested photocopies of all certificates at the time of interview.
4. The application in the said format is to be neatly written/ typed and signed. Applications that are not received in the format will not be accepted. One set of scanned copies (soft copies) of all relevant certificates, experience certificates, if any, must be attached with the application form.
5. The candidates are advised to check the university website time to time for the list of eligible candidates or any change in the date, time and venue for the interview or written test. No separate communication will be sent to the candidates. For any queries contact or write to: gopalnath@gmail.com, Prof. Gopal Nath, PI, VRDL, IMS, BHU, Varanasi. vrdlimsbhu2021@gmail.com

Selection procedure

The applications received will be scrutinized by the selection committee. The list of eligible candidates will be displayed on institute's website. Recruitments will be made through Interview and a written test will be conducted as per the decision of selection committee. Selection is based purely on merit and interview basis. The result of the recruitment will be displayed on BHU-website and the selected candidate will be notified through email.

Application Form No.....

**Application for the post of MTS/Data Entry Operator on Contractual Basis for VRDL,
Department of Microbiology, Institute of Medical Sciences, Banaras Hindu University Varanasi.**

To

The Principal Investigator,
VRDL, Dept. of Microbiology,
Institute of Medical Sciences
Banaras Hindu University
Varanasi 221005

Paste Passport size
Photograph (do
not staple)

**Sub: Application for the Post of MTS/ Data Entry Operator on Contractual Basis for VRDL,
Department of Microbiology, Institute of Medical Sciences, Banaras Hindu University Varanasi.**

Sir,

In response to your advertisement Notice No:..... Dated
For the **Post of MTS/ Data Entry Operator** on Contractual Basis for VRDL, Institute of Medical
Sciences, Banaras Hindu University Varanasi, I offer myself as a candidate.
My Bio-data is given below:

Name of the Candidate (in block letters)						
Father's/ Husband's Name						
Permanent Address		House No/ Plot No/ Flat No				
Road/ Street Name/ Village						
Municipality/ City/ Town						
P.O				P.S		
Dist				Pin Code		
Contact No (landline)				Mobile No.		
Email i.d.						
Date of Birth				Age as on 30-09- 2021 (supporting document to be submitted)		
Religion				Sex (Male/ Female)		
Nationality						
Photo identity Proof (give attested supporting documents)						
EDUCATIONAL QUALIFICATIONS: (Attach attested copies)						
Educational Qualification	Examination Passed	Board/University Name	From	To	Subject	Percentage
Secondary/Matriculation						
Intermediate/Senior						

Secondary					
Graduation					
Post-Graduation					
Ph D					
Any other relevant training/qualification					
Experience Detail: (Attach attested copies)					
Name of Institute /Organisation	Duration From	Duration To	Position Held	Total experience in years	

DECLARATION

I affirm that the information given in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidatures/appointment shall be summarily rejected or terminated without any notice.

Place :

Date :

Signature

List of Enclosures (Attested Copies):

1. Date of Birth proof
2. Photo identity card
3. Higher Secondary/ Madhyamik/ Graduation/ Post Graduation/ PhD and relevant qualifications.
4. Certificate of experience
5. Research publications
6. Aadhar Card
7. NOC Certificate
8. Any other relevant document