

## Vacancy Notice

### Department of Pediatrics , PGIMER, Chandigarh


Applications are invited for the following positions in a research project entitled “**Strengthening Program Implementation and Monitoring to achieve the Single Digit Neonatal Mortality**”.

Job details	Qualifications	Emoluments (Monthly)
<b>Data Entry Operator</b>  <b>No. of posts – 1</b>  <b>Duration:12 months (extendable)</b>	<b>Essential:</b> Bachelor’s degree in computer applications /IT/computer science from a recognised university or institution, with 2 years experience  <b>Age</b> 30 Years (Relaxable in case of SC/ST/OBC/PH/ women candidates as per rules)  <b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience of data entry in health related research project(s) in Obstetrics/Pediatrics</li><li>• Experience of using Redcap platform</li><li>• Experience in MS office /statistical software</li><li>• Computer typing speed of not less than 8000 key depression per hour.</li><li>• Proficiency in speaking, writing and reading English and Hindi.</li></ul> <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Data entry, quality check, weekly/monthly data summary &amp; project dashboard.</li><li>• Assist in quality monitoring of all study-related data</li><li>• Assist in data cleaning, analysis, and troubleshooting in data entry</li><li>• Participate in all study-related activities and discharge other duties assigned by PI.</li></ul> <b>How to apply:</b> Interested candidates should submit the google form along with total experience and testimonials on the following link <a href="https://forms.gle/SpzFY3wNJ5kK3yYU8">https://forms.gle/SpzFY3wNJ5kK3yYU8</a>  <b>on or before 21<sup>st</sup> December 2024 by 05:00 PM</b>	INR 31,500 (No other allowances will be admissible)

**Note:** In case of difficulty in accessing the link, kindly contact on [sankalpnicu@gmail.com](mailto:sankalpnicu@gmail.com).  
**No application in any other mode will be considered**

#### **Terms and Conditions:**

1. **The posts are purely temporary.** Employment will automatically terminate upon completion/termination of project and there is no liability for permanent employment on PGIMER Chandigarh or Principal Investigator or funding agency.
2. Only shortlisted candidates will be call for test and interview. The date, time and the venue of the test and interview will be informed by E-mail/SMS.
3. Any application received after the expiry of vacancy notice will not be entertained.
4. Applications received in any other mode will not be entertained.
5. No TA/DA will be provided.

  
**Dr. Praveen Kumar**  
Professor  
Dept. of Pediatrics  
PGIMER, Chandigarh

**Dr. Praveen Kumar (Principal Investigator)**

CC: 1. Department of Pediatrics, PGIMER, Chandigarh

2. PGIMER, website In-charge for display of this advertisement on institute website.