

No. Hemat/25/15

Dt: 2.1.25

**Vacancy Notice**  
**Department of Hematology, PGIMER, Chandigarh**

**Subject: Advertisement for the post of Data Entry Operator/ Administrative Assistant in a DBT, New Delhi Funded project**

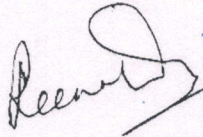
Applications are invited for the positions in a DBT-funded research project entitled "DBT-UMMID initiative based framework to strengthen healthcare for Genetic Disorders in Moga, an Aspirational District of Punjab and to establish Training Centre on Clinical Genetics at PGIMER, Chandigarh" (Duration: Upto 3 years)

Job details (Post Name)	No.	Qualifications	Emoluments (Monthly)
Data Entry Operator/ Administrative Assistant	1	<b>Essential:</b> Graduate in Computer Applications or equivalent  For data entry of laboratory investigations and processing of files & bills for procurements	Rs. 18000 + 16%HRA

**How to apply:** Interested candidates should email their CVs (detailed) along with total experience to [aspirational.district.moga@gmail.com](mailto:aspirational.district.moga@gmail.com) having the subject titled "Application for the post of Data Entry Operator/ Administrative Assistant" by 10.01.2025 by 05:00 pm.

Terms and Conditions:

1. **The post is purely temporary.** Employment will automatically terminate upon completion/termination of the project and there is no liability for permanent employment on PGIMER Chandigarh or Principal Investigator or funding agency.
2. Only shortlisted candidates will be called for an interview. The date, time, and venue of the interview will be informed to the candidate by E-mail/SMS.
3. Any other mode for submission of the application mentioned above will not be considered/accepted.
4. Any application received after the expiry of the vacancy notice will not be entertained.
5. No TA/DA will be provided.

  
डॉ. रीना दास / Dr. Reena Das  
प्राध्यापक एवं प्रमुख / Professor & Head  
रक्त विज्ञान विभाग  
Deptt. of Hematology  
पी.जी.आई.एच.ई.आर., चण्डीगढ़  
PGIMER, Chandigarh  
Dr. Reena Das (Professor & Head)  
Department of Hematology, PGIMER, Chandigarh

**CC:**

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