Walk-in interview for Post of Medical Social Worker and Data Entry Operator under ICMR Project

Applications are invited for the following post for recruitment on purely temporary and contractual basis under the ICMR funded project titled **"HBCR Data Management Software":** This study is to collect data of all cancer patients being treated at NEIGRIHMS and upload the same into specific software designed by NCDIR, Bangalore**.**

Sl No	Name of the post(s)	No. of posts	Qualifications & Experience	Fellowship / Consolidated Pay	Duration of the Project
1.	Medical Social Worker	01	**Essential Qualification**: Postgraduate Qualification in Social Work from recognized University. Ability to work with Microsoft Office Suite Applications(MS Word, MS Excel,etc.) **Desirable Qualifications**: Candidate from science stream and having some work experience will be preferred. **Age limit**: 35 years	Rs 32000/- per month (consolidated)	5 years
2	Data Entry Operator	01	**Essential Qualification**: Intermediate or 12th pass from recognized board. Ability to work with Microsoft Office Suite Applications(MS Word, MS Excel,etc.) **Desirable Qualifications**: Candidate from science stream and having some work experience will be preferred. **Age limit**: 35 years	Rs. 17000/- per month (consolidated)	5 years

Date of Walk-in Interview: **29 July 2019 (Monday)**
Venue: **Seminar Hall, Department of Pathology, NEIGRIHMS**, Shillong- 793018
Reporting time: **9:00 A.M**.
Time of interview: 10: 00 A. M. onwards

Other Information

1. All the posts are purely temporary on contractual basis. The appointment will be initially for a period of 6 months which may be renewed depending on performance of the candidate and extension of the project from the funding agency.

2. Candidates have to appear in the walk in interview along with an application and CV in plain paper giving details of all educational qualifications and experiences. Candidates must bring along all relevant documents related to their qualifications & experience in original and submit one set of photocopied and attested copies of the same and one passport size recent photograph. The Candidates not producing the Original Certificates at the time of interview will be considered.

3. Only eligible candidates should come to the interview

4. The candidates must be able to read and write and converse in English. Knowledge of local languages is desirable.

5. TA/DA will not be paid for attending the interview.

6. Date of determination of eligibility will be as on the date of written test.

7. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.

8. Selection will be based on the performance of the candidate in the interview and the qualifications.

9. Candidates for the Data Entry Operator may be asked to perform a Speed test on computer.

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