



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR  
Address: Plot No2, Sector 20, MIHAN, Nagpur-441108  
**VIRAL RESEARCH DIAGNOSTIC LABORATORY**



**Department of Microbiology**

AIIMS-NAG/ Micro/VRDI /2021/

Date:07/10/2021

**Call for Application for the post of Data Entry Operator and Multi-Tasking Staff**

**Advertisement for the post of Data Entry Operator and Multi Tasking Staff on contractual basis for one year in Medical College level Viral Research Diagnostic Laboratory at AIIMS, Nagpur**

All India Institute of Medical Sciences, Nagpur an autonomous Institute of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY), Department of Health & Family Welfare, GOI intends to engage the service of detailed below on contract basis for a period of 1 year based on functional requirement and suitability.

Sr. No.	Name of Post	No. of Posts	Salary per month as per DHR-ICMR Guidelines	Qualification
1.	<b>Data Entry Operator</b>	01	20,000/-	<ul style="list-style-type: none"><li>• Graduate with knowledge of Data Entry Work</li><li>• Typing Speed: English 40WPM Marathi and Hindi: 30WPM</li><li>• MS-CIT</li><li>• Desirable : Two years of work experience</li><li>• Preference will be given to candidate having experience in Microbiology/ COVID laboratory</li></ul>
2.	<b>Multi Tasking Staff</b>	01	18,000/-	<ul style="list-style-type: none"><li>• HSC from recognized board</li><li>• Preference will be given to candidate having experience in Microbiology/ COVID laboratory</li></ul>

- How to apply: The candidates who wish to appear for the interview may please fill with application form with all relevant copies of certificates and details as mentioned in Google form
- For the post of Data Entry Operator please fill the following Google form [shorturl.at/dgmAB](https://shorturl.at/dgmAB) Latest by 12 .10.2021
- For the post of Multi-Tasking Staff please fill the following Google form [shorturl.at/DEPW8](https://shorturl.at/DEPW8) Latest by 12 .10.2021
- The short listed candidate will be called for interview.
- List of shortlisted candidates, date, time and venue will be intimated on AIIMS-Nagpur website.
- Written test may be conducted of the shortlisted candidates before interview.
- Following documents are required at the time of interview.

1. Original certificates for verification of educational qualifications.
2. Experience certificate from previous work places.
3. One copy of qualifying and experience certificates (self-attested)
4. Passport size photos (Two)
5. Copy of application form.
6. Photo ID proof

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**Dr.Meena Mishra**  
**Principle Investigator -VRDL**  
**Professor & Head**  
**Department of Microbiology**  
**AIIMS , Nagpur**

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