

**CIRCULAR**  
**Walk-in-Interview**

A Walk-in-Interview for contractual engagement of **Data Entry Operator (D.E.O.)** for “CoEProject of Gastrointestinal disorders” undertaken by SGAM funded by Ministry of AYUSH, New Delhi will be held on Date: **24/11/2020** in Chanakya Bhawan, Gujarat Ayurved University, Jamnagar at **11.00 A.M.**

**Interested candidates possessing requisites qualifications should attend the Walk-in-Interview along with an application, their resume, original certificates as well as certified copies of all the relevant documents mentioned in the check list.**

**Details of Post:**

| <b>Sr. No</b> | <b>Name of the Post</b>             | <b>Number of the Post</b> | <b>Qualifications</b>   | <b>Age</b>        | <b>Salary</b>  |
|---------------|-------------------------------------|---------------------------|---|-------------------|--|
| 1.            | <b>Data Entry Operator (D.E.O.)</b> | 01                        | <b>Essential:</b><br>Bachelor's degree in Computer Application/ IT/ Computer Science from a recognized university<br><b>Desirable:</b><br>a. Additional qualification in computers and having proficiency in working with MS Office, MS Word, MS Power Point and MS Excel.<br>b. A speed test of not less than 15000 key depressions per hour through speed test on computer. | Maximum 35 years. | Consolidated Rs. 20,000/- per month (Rupees twenty thousand per month) |

**General Information:**

- A form is attached herewith. The candidates have to submit completely filled form at the time of reporting to the scrutiny committee (**Attach extra paper for details if required**).
- A list of essential documents and certificates in the form of check-list required at the time of interview is attached herewith. The originals have to be arranged according to the list and to be submitted during the scrutiny.
- 2 self-attested copies of all the documents and certificates are to be kept ready and to be submitted when asked for.

Candidates have to report to the scrutiny committee with the completely filled form and other documents on Date: **24/11/2020** in Chanakya Bhawan, Gujarat Ayurved University, Jamnagar at **11.00 A.M.**

**General terms & conditions for the above posts are as follows:**



- No TA/DA would be admissible for attending the interview.
- The appointment will be based on candidate's performance, **purely on temporary basis, as per the given orders.**
- The appointment for the above post will be initially for 03 months and further extended based upon the satisfactory performance of the incumbent. The duration of the

appointment shall be according to the date given in the appointment order or co-terminus with the expiry date of the project whichever is earlier. The institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of stipulated period without assigning any reason.

- No other allowances shall be admissible except the above mentioned monthly remuneration.
- The appointee shall be eligible for 01 day leave per month besides Govt. Holidays (as per hospital duties) for the hospital on pro-rata basis. Thereafter, remuneration will be deducted on pro-rata basis. The leaves not availed in the due time cannot be encashed or carried forward.
- Selected candidate cannot claim for permanent recruitment at any stage of the job.

**Responsibilities:**

- To assist the project manager, senior research fellow and research assistants in liaising with the PI, Co-PI, PRO and coordinators of CoE project, SGAM, Jamnagar
- To provide status updates on the progress of the scheme, when desired by senior officers / Govt. agencies.
- Any other work assigned by the senior officers time to time.

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|---|--|---|
|  | <p><b>Gujarat Ayurved University, Jamnagar</b><br/>         “Accredited Grade “A” by NAAC (CGPA 3.28)”</p> <p>-----</p> <p><b>Shri GulabkunverbaAyurvedMahavidyalaya</b><br/> <b>DhanvantariMandir, Jamnagar, Gujarat- 361001</b></p> <p>Project undertaken by SGAM for promotion of AYUSH intervention in<br/>         Public Health Initiatives.</p> |  |
|---|--|---|

**Checklist of Self attested copies of certificates and documents:**

|                        |
|------------------------|
| Name of the Candidate: |
|------------------------|

Name of the post: **Data Entry Operator (D.E.O.)**

| Sr. No | Documents & Certificates  |  |  |
|--------|---|--|--|
| 1.     | Aadhar Card (Address Proof)   |  |  |
| 2.     | School leaving certificate/ 10th Class Marks sheet  |  |  |
| 3.     | Final BAMS and MD mark sheets   |  |  |
| 4.     | B.A.M.S. Degree Certificate   |  |  |
| 5.     | M.D. Degree Certificate   |  |  |
| 6.     | Ph.D. Degree certificate (If completed)   |  |  |
| 7.     | Certificate of Registration with Renewal Slip (State/CCIM)                                  |  |  |
| 8.     | Research Experience certificate (if any)  |  |  |
| 9.     | Certificate of CCC/CCC+ / or equivalent exam  |  |  |
| 10.    | Xerox of various articles either published in peer reviewed journals, souvenir & Magazines. |  |  |
| 11.    | Any other relevant documents  |  |  |

For Office Use:  
(Scrutiny Committee)

**Candidate**

**Eligible**

**Not Eligible**