

**ARMED FORCES MEDICAL COLLEGE, PUNE- 40**

**APPLICATION FORM FOR DATA ENTRY OPERATOR AT DEPT OF MICROBIOLOGY**

**(Last date of submission of completed form by E mail to [afmcmicro.office@gmail.com](mailto:afmcmicro.office@gmail.com) is 01 Aug 2019 before 1600h)**

**Vacancy** – Data entry operator ‘Grade A’

**No of vacancies** : 01

**Qualification:** Intermediate or 12<sup>th</sup> pass in science stream from recognized board. A speed test of not less than 15000 key depressions per hour through speed test on computer.

**Upper age limit** : 30 years (relaxed upper age limit by 02 years in case of Women candidates)

**Remuneration** : Rs 17000/- per month (All inclusive)

**Duration of Engagement:** - Appointment will be on contract basis for the duration of the project i.e. One year. However contract may be extended on yearly basis or till project is completed whichever is earlier subject to performance evaluation by project investigator.

**Selection of Candidates** :- Candidates may apply with Biodata in the format provided to the email id [afmcmicro.office@gmail.com](mailto:afmcmicro.office@gmail.com) by latest 01 Aug 2019.

Application received after 01 Aug 2019 will not be considered. Shortlisted candidate will be intimated by email and phone number (mobile/ Landline) provided by the candidate. Shortlisted candidate will attend screening test followed by interview at Armed Forces Medical Collge, Pune No TA/DA or any other compensation will be provided for the same.

**Leave Provision :**

Annual/ Accrued leave	30 days per annum(Pro- rated @ 2.5 days per month of completed services)
Casual Leave and Restricted Holiday	Casual leave – 08 days Restricted leave – 02 days

No other kind of leave shall be admissible for the duration of the employment leave shall not be carried forward beyond one year contract. Employee shall not be entitled to benefit to encashment of unavailed leave. Terms and conditions for the services are enclosed

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**BIODATA FORM FOR DATA ENTRY OPERATOR AT DEPT OF MICROBIOLOGY**

(To be filled in English in CAPITAL letters)

1. Name of Candidate in FULL: \_\_\_\_\_

2. Father's name: \_\_\_\_\_

3. Age : \_\_\_\_\_ Years

4. Gender: Male / Female

5. Educational qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Work Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affix recent  
passport size  
photograph of  
candidate

**Note:** Please attach self attested copies of documentary proof of Educational qualification and work experience

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