

**RECRUITMENT OF PROJECT POSITIONS FOR VIRAL RESEARCH AND
DIAGNOSTICS LABORATORY (VRDL)
ARMED FORCES MEDICAL COLLEGE, PUNE**

1. Applications are invited for the recruitment of Data Entry Operator and Multi-tasking Staff on contract basis on fixed remuneration in Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune. The VRDL is a project funded by the Department of Health Research, Government of India.

Sr No	Name of Post	No. of Post	Eligibility Criteria	Emoluments (Norms for Salary in Rs)	Remarks
1.	Data Entry Operator	01	Essential Qualifications: Graduate with knowledge of data entry work Desirable Qualifications: Degree or Diploma from a recognized university with two years' experience in relevant subject after obtaining essential qualification.	20000	Consolidated without any allowance.
2.	Multi-Tasking Staff	01	Essential Qualifications: High School/Matric/equivalent from a recognized board. Desirable Qualifications: Two years' experience in relevant subject after obtaining essential qualification.	18000	Consolidated without any allowance

2. Desirous candidates are requested to fill the Application form (Last two pages of this advertisement) and send it by Post along with Bio-data and true copy of certificates of educational qualification and experience to,

“Director & Commandant”
(HoD Microbiology),
Armed Forces Medical College, Pune
Sholapur Road, Opposite Race Course,
Pune, Maharashtra,
Pin Code: 411040”

The envelope containing the duly filled application form should be superscribed as “**Application for the post of DATA ENTRY OPERATOR/MULTI-TASKING STAFF, VRDL, Dept of Microbiology, AFMC, Pune.**”

3. Applications should be submitted at the above said address on or before 30 Dec 2025.

4. List of Eligible candidates will be uploaded on the website along with the schedule of the Interview. Candidates are requested to check for the updates on the AFMC website (<https://afmc.nic.in>) from time-to-time. No individual intimation regarding eligibility/call for interview shall be sent. It is the responsibility of the candidates to check their names and appear for the interview.

TENURE OF THE POST

1. Above posts are temporary in nature and will be filled up purely on contractual basis with initial appointments for Eleven (11) months as per rules and regulations of the VRDL. The employment on these posts will be temporary, for a fixed term and shall automatically cease on expiry of term without any notice unless renewed or reemployment letter issued.
2. If the performance of the candidate is not satisfactory during any part of the tenure, the services of the candidate may be terminated with a notice period of 1 month. In case the candidate wishes to leave the contract, they may choose to do so with a notice period of 1 month

GENERAL TERMS AND CONDITIONS:

1. The vacancies mentioned are as per the sanctioning of Department of Health Research (DHR) for Viral Research and Diagnostics Laboratory.
2. Those candidates who are employed in Central Govt. /State Govt. /Union Territories/Statutory Bodies/ Research Organizations etc., should send their applications along with N.O.C through proper channel. However, they may send an advance copy of their application along with requisite documents so as to reach this office on or before the scheduled last date of submission of application.
3. Only those applications which are as per the prescribed format will be accepted. Incomplete/ unsigned application, applications without photograph or self-attested copies of requisite documents will be summarily rejected without any communication to the applicant.
4. The institute will not be responsible for any postal delay/late delivery of the application and those applications received by post after the scheduled last date of submission will not be accepted.
5. Applications not submitted in prescribed format and applications without supportive documents shall be summarily rejected.
6. Applications received after 30 Dec 2025, 05:00 PM (IST) shall be summarily rejected.
7. Submission of incorrect or false information during the process of filling of application form or walk-in-interview shall disqualify the candidature at any stage.
8. After scrutinizing the applications received, a list of shortlisted candidates for Interview/Skill assessment will be displayed on the AFMC website. If necessary, a Written and/or Practical examination will be conducted and the candidates qualifying the written test will only be interviewed. No TA/DA will be paid for attending the interview/skill assessment.
9. Mere fulfilment of the essential qualification/experience does not guarantee selection. The decision of the selection committee regarding appointment of candidates will be final and no representation will be entertained in this regard.
10. All posts are contractual for 11 months. No benefit of provident fund, Leave Travel Concession, Medical claim etc. will be considered, since the posts are purely on contract basis. The appointment may be renewed subject to budget grant from the funding agency, satisfactory performance and project requirement.
11. Only eligible candidates shall appear for interview/skill assessment on the dates displayed on the website in due course of time. Interviews will be held after registration and verification of documents.
12. The candidates appearing for Interview/Skill assessment must bring all original certificates like (1) Education qualification (2) Proof of Date of birth (3) Experience certificates (4) Proof of Indian Citizenship (Voter ID/PAN Card/Driving Licence/Passport) (5) One-self attested recent passport size photograph (5) Photo ID proof (Aadhar/PAN/Voter ID/ Driving License etc.). Candidates should produce all certifications/testimonials in original for verification at the time of interview.
13. Candidates who will report after the scheduled date/time will not be allowed to appear in interview.
14. Appointments will be given as per rules and regulation of the competent authority. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on Institutional website only and no separate notification shall be Issued in the press.
15. Director and Commandant, AFMC Pune reserve all the rights for interpretation of any terms and conditions, or any query/questions arising in this context. The decision of Director and Commandant, AFMC Pune will be final in all the respects.
16. Candidates will not be reimbursed for travel allowance to attend interview/joining.

SERVICE-RELATED TERMS AND CONDITIONS:

Recruitment on contractual basis on consolidated remuneration for above mentioned posts is as per the guidelines of DHR. The conditions of employment are:

1. The candidate so employed for the purpose will be initially appointed for a period of 11 months. They can be reconsidered for reemployment subject to the conditions prevailing at that time like sanctioning of budget by DHR etc. The reemployment will be done only if the performance of the candidate is found to be satisfactory.
2. The selected candidates should produce willingness certificate/acceptance certificate for all the terms and conditions issued at the time of appointment and should enter the contractual agreement in this regard.
3. Selected candidate(s) so appointed will not be entitled for any other financial/non- financial Benefits / facilities, or any special allowances except fixed consolidated emoluments as per the DHR rules and regulations regarding establishment of VRDL.
4. The candidate(s) appointed will not be considered as regular employee of AFMC Pune/Govt of India, and will not be entitled for any service benefits in this regard. Further, the service of candidate will not be considered as a continuous service at the time of applying/appointment of any other post(s) of the Government of India or AFMC, Pune.
5. The candidate appointed shall work as per the duty assigned by the PI, VRDL, AFMC, Pune.
6. If any in-service candidate remains on leave for a continuous period of seven (7) days or more, he/she will automatically be relieved from his/her post.

APPLICATION FORM

**Application for the post of _____ on Contractual Basis for
Viral Research and Diagnostics Laboratory (VRDL), Armed Forces Medical College,
Pune.**

The Director & Commandant
(HoD Microbiology)
Armed Forces Medical College
Solapur Road,
Pune – 411 040 (Maharashtra)

Paste Passport size
colour Photograph
(do not staple)

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**Sub: Application for the Post of _____ on Contractual Basis for
Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune**

Sir,

In response to your advertisement for recruitment of Project positions for Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune, I hereby apply for the Post of _____ on Contractual Basis. My Bio-data is given below:

Name of the Candidate (in block letters)			
Father's/ Husband's Name			
Permanent Address			
Road/ Street Name/ Village			
Municipality/ City/ Town			
P.O		P.S	
Distt.		Pin Code	
Contact No (landline)		Mobile No.	
Email Id			
Date of Birth		Age as on Dec 2025	
Religion		Sex (Male/Female)	
Nationality			
Photo identity Proof (give attested supporting documents)			

EDUCATIONAL QUALIFICATIONS: (Attach attested copies)					
Academic qualifications	Board/ University Name	Name of the stream/Course	From	To	Percentage
10th					
12th					
Diploma					
Graduation					
Post Graduation					
Ph D					
Others					

Experience Detail: (Attach attested copies)				
Name of Institute/ Organization	Duration From	Duration To	Position Held	Total experience in years

DECLARATION:

I hereby solemnly declare that the information given in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidatures/appointment shall be summarily rejected or terminated without any notice

Place :

Date :

Signature of candidate

List of Enclosures (Attested Copies):

- 1. Date of Birth proof**
- 2. Photo identity Proof**
- 3. Higher Secondary/ Madhyamik/Graduation/ Post Graduation/ PhD and relevant qualifications.**
- 4. Certificate of experience**
- 5. NOC Certificate (from present employer)**
- 6. Any other relevant document**