

Advertisement for the post of Data Entry Operator on contractual basis under HBCR Project

Applications are invited for the post of Data Entry Operator for recruitment on purely temporary and contractual basis under the **ICMR- National Centre for Disease Informatics and Research(NCDIR)** funded project titled “**Hospital Based Cancer Registries in India**”. 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 Post	No. of post	Minimum Qualification	Duration of project	Age limit	Monthly Salary	Roles & Responsibilities
1.	Data Entry Operator	1	Bachelor's degree Desirable: - Training/experience in Computer software - Experience with Data Entry - Candidates with relevant research experience will be preferred	1 Year Appointment will be initially for a period of 6 months period which may be renewed depending on performance of the candidate	28	19,000	<ul style="list-style-type: none">• Should be well conversant with various computer applications and statistical software • Collecting data and preparation of reports and any other work assigned by the in-charge

Date of Interview: 01st October 2024

Venue: 2nd floor, Clinical Teaching Room, NEIGRIHMS, Shillong.

Timing: 9:30 AM onwards

Important Information:

1. Applications are to be filled online in the mentioned Google form link (<https://forms.gle/yohkxewFiveDF8oK6>)

Last date for submission of forms will be on the 15th September 2024 (11:59 P.M)

2. Candidates who meet the required qualification may only apply.
3. Shortlisted candidates will be intimated through NEIGRIHMS website (or by phone call/email) prior to interview date. Only shortlisted candidates will be called for interview.
4. Candidates must produce all relevant documents related to their qualifications & experience in original during interview. Candidates who fail to produce the Original Certificates will not be considered.
5. The post is 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.
6. Date of determination of eligibility will be as on the last date for online application.
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. Attempts (direct/indirect) to influence the Selection Committee in any way or form will lead to disqualification of the concerned candidate from the recruitment process.
9. Selection will be based on the performance of the candidate in the interview and the qualifications.
10. No TA/DA will be paid for attending the interview.