

VACANCY NOTIFICATION FOR CONTRACTUAL POST (VRDL, MICROBIOLOGY, ABVIMS & DR RML HOSPITAL, NEW DELHI-01

Online applications are invited in the prescribed format available on the website of ABVIMS & Dr RML Hospital i.e. <https://rmlh.nic.in> latest by **18.08.2023 up to 4:00 pm** for filling up the following vacancies under the project on purely contractual basis at ABVIMS & DR RML Hospital, New Delhi. After scrutiny of the applications, shortlisted candidates will be invited for interview/skill test/ written test (whichever is applicable).

Title of the Scheme: "Setting up of Nation- wide Laboratories for managing Epidemic and National Calamities"

Title of the project: "Medical College level Viral Research and Diagnostic Laboratory" (VRDL) (Funded by ICMR).

Place of Work: Department of Microbiology, ABVIMS & DR RML Hospital, New Delhi-01

Duration of Employment: Initially for a period of one year (12 months).

S. No.	Name of the Post / Position	No. of Vacancy	Consolidated Salary (Per month)	Age limit (In years)
01	Data Entry Operator	01	*Rs20,000/-	40
02	Multi-Tasking Staff	01	*Rs18,000/-	40

*Increment admissible as per norms

*Consolidated without any allowances

1. Position : Data Entry Operator:

Essential Qualification:

Graduate with Knowledge of data entry work.

Job Description:

Entering various Data generated in laboratory. All office work related to VRDL, Laboratory and to follow the instructions of Scientist B, CO-PI & PI (Principal Investigator) VRDL.

2. Position : Multi-Tasking Staff:

Essential Qualification:

High School / Metric / Equivalent from a recognized board.

Job Description:

Carrying of files and papers within the building/outside building, Photocopying etc., assisting in routine office work like the diary, dispatch, etc. To follow the instructions of Scientist B, CO-PI & PI (Principal Investigator) VRDL.



GENERAL INSTRUCTIONS:

1. Candidate has to mention name of post / position in the subject of email i.e. "Application for the post / position of Data Entry Operator, Multi-Tasking Staff (whichever is applicable).
2. Application form along with self-attested supportive documents (scanned and attached as single PDF) have to be send via email to vrdlabvims@gmail.com [VRDLABVIMS@GMAIL.COM] **Last date 18.08.2023 4:00 pm** . All documents to be in chronological order (qualification, category and experience etc).
3. Separate application should be submitted for each post / position, if applying for more than one post/ position.
4. Short listing of candidates for interview / skill test / written test shall be done on basis of educational qualification and experience as per advertisement.
5. The shortlisted candidates will be intimated about the interview/ skill test / written test via e-mail or candidates may check our website i.e. <http://rmlh.nic.in> for any update related to the advertisement.
6. Age relaxation as per ICMR rules.
7. **Candidates must submit the duly self-attested copies of proof of their age, educational qualifications, and experiences, testimonials along with application form** and also at the time of interview, if shortlisted.
8. Selected candidates must bring all the documents as mentioned below in Original for verification along with following:-
 - a. Two recent passport size photographs.
 - b. Set of self-attested photocopies of the relevant documents i.e. Date of Birth certificate, Category Certificate and Educational / Professional qualification certificates.
 - c. Experience Certificate.
 - d. NOC (in case of a Government job).
9. Incomplete application (not accompanied by relevant documents) or applications received after due date / time will be summarily rejected.
10. Submission of incorrect of false information shall disqualify the candidature at any stage of recruitment process.
11. The benefit of Provident Fund, Leave Travel concession, Medical Claim, CCA etc will not be admissible to the Project employee.
12. The competent Authority reserves the right to any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason.
13. No TA / DA will be paid for attending the interview/ skill test / written test.
14. Cut-off date for age limit will be considered as on last date of submission of Application form.
15. The competent Authority has the right to accept / reject any application without assigning any reason thereof and no correspondence will be made in this matter.
16. Since the posts / positions are filled – up on purely temporary and contractual basis for a period of twelve months, the candidate will have no right to claim for any type of regular / permanent employment.
17. The selected candidate shall be engaged initially for duration offered and may continue further after review on the basis of his / her performance and depending upon tenure of the project, availability of funds, functional requirement etc.
18. The contractual appointment can be terminated at any time by either side by giving 30 days notice or salary in lieu thereof.
19. He / she may have to work in shifts/ Night duty's. Staff may have to go on field visits and travel outstation for any need under the project.
20. Canvassing in anyway will lead to disqualification for the candidature.
21. In case of any query, email to vrdlabvims@gmail.com



Nandini Duggal
Principal Investigator (PI)
VRDL, ABVIMS & Dr RML Hospital
Dr. (Prof.) Nandini Duggal
Add. Medical Superintendent
Consultant in Microbiology
Principal Investigator, VRDL
ABVIMS & Dr. RML Hospital

VRDL, MICROBIOLOGY, ABVIMS & DR RML HOSPITAL, NEW DELHI-01

APPLICATION FORMAT

1. Post / Position Applied for:
2. Name of the Applicant:
3. Father's/Husband's Name:
4. Date of Birth:
5. Age (as on last date of application):
6. Gender: Male () Female () Transgender M () / F ()
7. Category: UR () SC () ST () OBC ()
8. Nationality:
9. Marital status:
10. Permanent Address:
11. Address of Correspondence:
12. Email Address:
13. Contact No.:
14. Detail of qualifications (in chronological order): -

Space for
photograph

S. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				

15. Experience detail in chronological order (Post Qualification), if any:

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						

I hereby declare that above information provided by me is correct to my knowledge and belief.

Date:

Place:

(Signature of the Candidate)