



NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG
NEW DELHI-110067



Applications are invited for the position of **Data Entry Operator (Project)** for the following time-bound sponsored project as per the details given below:

| S. No | Name of the project & Duration of the Project | Post details and No of Posts | Name of the Project Investigator and Email ID |
|-------|---|--|---|
| 1. | Project entitled "Development of dendritic cell vaccine for the treatment of recurrent/metastatic reproductive cancers" funded by ICMR Tenable till – 14.01.2020 | Data Entry Operator (Project) (One position only) | Dr. Anil K. Suri, POE aks@nii.res.in |

Educational Qualifications: Graduate/Postgraduate from a recognized university in any field of Life Sciences.

Job description & Desired Knowledge: The Candidate should have working knowledge of computer with experience in power point presentations, word file and excel file

Emoluments: The selected candidates will draw consolidated emoluments as per Institute Rules, depending upon qualifications & experience:

Data Entry Operator (Project): Rs. 18,000/- per month consolidated

General Terms & Conditions:

1. The candidates selected for the above posts will be on contract for one year or duration of the project whichever is shorter, at a time.
2. No hostel/ housing facility will be provided.
3. Applicants may clearly mention the category they belong to i.e. SC/ST/OBC/PH and attach documentary proof of the same.
4. No TA/DA will be paid for attending the interview, if called for.
5. Apart from sending application in the prescribed format given below, candidates should send complete *Curriculum Vitae* along with the names of three referees. *Curriculum Vitae* should contain details of the experimental expertise and list of publications.
6. Canvassing in any form will be a disqualification.

HOW TO APPLY

Interested candidates may apply directly, **STRICTLY IN THE PRESCRIBED FORMAT GIVEN BELOW**, through e-mail, to the Investigator of the project, clearly indicating the name of the project along with their complete C.V., e-mail id, fax numbers, telephone numbers. **Only Short listed candidates** will be called for interview and they required to submit attested copies of all their certificates and a Demand Draft of Rs 100/- drawn on Canara Bank or Indian Bank payable at Delhi/New Delhi in favour of the Director, NII (SC/STPH and Women candidates are exempted from payment of fees) subject to submission of documentary proof), at the time of interview.

LAST DATE OF RECEIPT OF APPLICATIONS: 24.04.2019

PRESCRIBED FORMAT

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|-------|---|-----------------|------------------------------|-------------------------|---------|
| 1. | Full Name | | | | |
| 2. | Father's Name | | | | |
| 3. | Mother's Name | | | | |
| 4. | Date of Birth & Age | | | | |
| 5. | Gender | | | | |
| 6. | Category (SC/ ST/ OBC / PH) | | | | |
| 7 (a) | Full Correspondence Address | | | | |
| (b) | Permanent Address | | | | |
| 8. | E. mail-ID, Fax, Telephone No. and Mobile No. (if any) | | | | |
| 9. | Details of Past Experience & Present Employment , If any | | | | |
| 10. | Candidates should state clearly whether they have been awarded Ph.D degree or Thesis has been submitted | | | | |
| 11. | Whether qualified any ' National Level Examination ' e.g. (NET/GATE), (if any) | | | | |
| 12 | Details of the Academic Qualifications: | | | | |
| | Name of examination passed | Year of passing | Board/Institution/University | Percentage and division | Remarks |
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Please Note:

- 1. Applications containing incomplete information shall not be entertained.**
- 2. Date of passing the examinations must be indicated clearly.**