

Notification

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES:: TIRUPATI

(A University established by an Act of A.P. State Legislature)

TIRUMALA TIRUPATI DEVASTHANAMS

Staff recruitment notification

Date:08.07.2024

WALK-IN INTERVIEW

Applications are invited in the prescribed format attached herewith for the following temporary contract positions at VRDL, SVIMS, Tirupati, through walk-in interview. **The applications with enclosures in the standard format should be submitted at the time of interview (NO application is accepted through e-mail or any other mode) on 20.07.2024.** The relevant documents should be attached with the application. The appointment to the respective contract posts will be initially for a period of **6 to 12 months** which may be further extended as per requirement, if any on case-to-case basis.

VACANCY NOTIFICATION FOR TEMPORARY CONTRACTUAL POSITIONS

Name of the post	PROJECT DATA ENTRY OPERATOR
Number of posts	01
Date of interview	20.07.2024
Emoluments	Rs.20,000/-
Essential Qualification	Graduate with knowledge of data entry work.
Desirable	Any Graduate with PGDCA or DCA with experience of Data entry & Administrative works. Candidate must demonstrate good English speaking and writing skills.
Age limit	35 Years
Name of Project	Setting up of Nation-Wide Network of Laboratories for Managing Epidemics and National Calamities" during the 15th Finance Commission period from 2021-22 to 2025-26 (PM ABHIM SCHEME).

For all the contract positions above, it is desirable to possess experience in Govt., autonomous, PSU etc. or any other recognized organization and knowledge of computer applications.

PROCEDURE FOR RECRUITMENT:

1. Candidates meeting the age criteria and possessing the required qualifications, experience, etc. and willing to work for COVID-19 related activities may apply and fill the Application Form in the prescribed format only.
2. All the applications will be scrutinised just before the interview and only the shortlisted candidates will be allowed for interview. Finally the selected candidates will be intimated through mail after personal interview and document verification.
3. **Late and incomplete applications or applications not submitted in the prescribed format or without photo and signature will not be considered.**
4. These positions will be filled purely for temporary extramural project for appointment purely on temporary CONTRACT basis and co-terminus with the project.
5. The advertised posts are tentative without commitment for its filling. Recruitment will depend upon requirement of the Institute and approval of the competent authority.

6. Emoluments: The rates of emoluments/stipend shown in this advertisement are as per ICMR guidelines and may vary according to the sanction of ICMR.
7. Cut-off date for age limit will be the date of interview i.e. 20.07.2024
8. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
9. Mere fulfilling the essential/educational qualification does not guarantee the selection.
10. The institute reserves rights to consider or reject any application/candidature.
11. Submission of wrong or false information during the process of selection shall disqualify the candidate at any stage.
12. Contract appointee shall **not** have any claim on a regular post in this institute or any other ICMR Institute or in any Department of Government of India and their contract service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are **not** admissible. An undertaking to that effect must be submitted at the time of joining.
13. Initial contract appointment will normally be for a period of six months and further continuation/extension of the service will depend on requirement of the Institute, performance evaluation and approval of the competent authority in case to case basis.
14. In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e. Aadhar/PAN/Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents, for verification at the time of joining the post.
15. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
16. Speed test on computer in English will be conducted as qualifying criteria for Contract Data Entry Operator after verification of essential qualification at the time of joining. In case it is not found satisfactory, offer of appointment will be terminated.
17. The Project Investigator and or Appointing authority reserves the right to terminate the service of the contract personnel even during the agreed contract period or extended contract period without assigning any reason. Leave shall be as per the Institutional policy for contract staff.
18. Director cum VC, SVIMS reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
19. The decision of the Director, SVIMS will be final and binding.
20. **CANVASSING IN ANY FORM WILL BE LIABLE FOR DISQUALIFICATION.**
No correspondence in this regard will be entertained.

Director cum VC, SVIMS
University, Tirupati.