

Walk-In -Interview

Name of the post	Data Entry Operator, 01Position DEOs for Obst & Gynae and Pediatric Department Entitled (Still birth and New born birth defect)
Age Criteria	Upto 30 years
Written Test	7th June 2019 at 10 to 11 AM (Old Lecture theatre Behind OPD)
Typing Cum Interview date	7th June 2019 at 12 PM
Emoluments/Duration	Rs. 20,000/- per month consolidated, Seven Months
Department	Obst&Gynae/Pediatric VMMS & Safdarjung Hospital, New Delhi
Job profile	<ul style="list-style-type: none"> • The Data Entry Operator will be responsible for Data entry and management of data. • He /She will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work. • Keeping track of projects with updated and report.
Qualifications and Experience	Graduation degree from recognized board with computer diploma from a recognized institute. A speed test of not less than 15000 key depressions per hour through speed test on computer.
Skills	<ul style="list-style-type: none"> • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required. • Computer skills including proficiency in use of Microsoft Office applications. • Well versed in recording the data. • Ability to establish and maintain effective working relationships with co-workers, Nodal officers ,investigators

**Address- OLD Lecture theatre
Behind OPD
VMMS & Safdarjung Hospital
New Delhi-110029**