

Walk-In -Interview

Name of the post	<p>Data Entry Operator, 02 Positions</p> <p>One DEO for Pediatric Department Entitled (New Born Birth Defects)</p> <p>One DEO for common (OBST & GYNAE Department) Entitled (Still Birth registry & New Born Birth Defects)</p>
Age Criteria	Upto 30 years
Interview Date	16th April 2018 at 12:00 PM
Emoluments/Duration	Rs. 20,000/- per month consolidated, Five Months
Department	<p>Obst & Gynae/Pediatric</p> <p>VMMS & Safdarjung Hospital, New Delhi</p>
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	<p>Graduation degree from recognized board with computer diploma from a recognized institute.</p> <p>A speed test of not less than 15000 key depressions per hour through speed test on computer.</p>
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
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New Delhi-110029**