OFFICE OF THE PRINCIPAL
वर्धमान महावीर मेडिकल कॉलेज एवं सफ़दरजंग अस्पताल
VARDHMAN MAHAVIR MEDICAL COLLEGE & SAFDARJUNG HOSPITAL
नई दिल्ली - 110029
NEW DELHI - 110029
स्वास्थ्य सेवा महानिदेशालय, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
गुरु गोबिंद सिंह इंद्रप्रस्थ विश्वविद्यालय, दिल्ली से संबद्ध
Directorate General of Health Services, Ministry of Health & Family Welfare, Govt of India
Affiliated to Guru Gobind Singh Indraprastha University, Delhi

Ref. No. - MDRU/2022

Advertisement

Applications are invited for the following vacancies for the Multidisciplinary Research Unit (MRU) funded by Department of Health Research, to be filled on purely temporary basis at VMMC & Safdarjung Hospital, New Delhi.

Sr. No.		
1	**Name of the Post.**	**Data Entry Operator**
	Place of Posting	MRU, VMMC & Safdarjung Hospital, New Delhi
	No. of Posts	01 (One)
	Consolidated Salary	₹24,356/- per month #
	Essential Qualification	Intermediate or 12th pass from recognized board. A speed test of not less than 15000 key depressions per hour through speed test on computer.
	Desirable / Preference	1. Knowledge of MS Office, MS Word, MS PowerPoint and MS Excel 2. Knowledge of maintaining databases, preparing reports and handling confidential data. 3. Knowledge of hospital/clinical research-related documentation. 4. Candidate having working experience of more than 2 years in Govt. Institutions/Similar Schemes will be preferred.
	Age Limit	Not exceeding 30 Years
	Duration	Six months*
	Job Responsibilities	1. Data entry, compilation, verification and maintenance of research-related data and records. 2. Preparation and maintenance of registers, databases, spreadsheets and reports. 3. Assistance in documentation, filing and record management.

		4. Coordination with laboratory staff and other associated departments for data collection and reporting. 5. Maintaining confidentiality and accuracy of all project-related information. 6. Any other work assigned by the Nodal Officer from time to time.
2	**Name of the Post**	**Scientist 'B' (Non-Medical)**
	Place Of Posting	MRU, VMMC & Safdarjung Hospital, New Delhi
	Consolidated salary	56,000/- Plus, HRA as applicable
	Essential Qualification	First Class Post-graduate in Molecular Biology/Medical Biotechnology/Biostatistics
	Desirable	1. Ph.D. or 4-year experience in research. 2. Three research Publication in PubMed index Journal. 3. Preference will be given to those who has prior experience of working in Govt. Institutions/Similar Schemes.
	Age Limit	Not exceeding 35 Years
	Duration	Six months *
	Job Responsibilities	1. Knowledge of medical statistics, Computer applications/Data Management, analysis and interpretation of results of statistical analysis. 2. Maintenance of all records and scientific laboratory analysis and execution and supervision of research work including analysis and report writing. 3. Coordination between DHR and MRU and within the institution. 4. Preparation of proposals and any Other work assigned by Nodal Officer from time to time. 5. Candidate may be required to do field visits or training or laboratory visits as per requirement.
3	**Name of the Post**	**Scientist 'C' (Non-Medical)**
	Place of Posting	MRU, VMMC & Safdarjung Hospital, New Delhi
	Consolidated salary	67000/- + HRA, as admissible
	Essential Qualification	l. PhD with first Class Post Graduate Degree including the integrated PG degrees (Biotechnology /an equivalent allied

		discipline) 2. PhD and three Years Research Experience with Second Class Post Graduate Degree, including the integrated PG degrees (Biotechnology / an equivalent allied discipline)
	Desirable	l. Five Research publication in Medline/PubMed Indexed Journal with high impact journal. 2. Three years of research and development (R&D) or teaching experience in the relevant field after obtaining the degree 3.Experience in molecular biology techniques (PCR, Nucleic Acid Extraction, ELISA and quantification assays, molecular diagnostics.) 4. Preference will be given to those who has prior experience of working in Govt. Institutions/Similar Schemes.
	Age Limit	Not exceeding 40 Years
	Duration	Six months *
	Job Responsibilities	1. Maintenance of all records and Scientific laboratory analysis and execution and supervision of research work including analysis and report writing. 2. Coordination between DHR and MRU and within the institution 3. Preparation of proposals and any other work assigned by Nodal Officer from time to time. 4. Candidate may be required to do field visits or training or laboratory visits as per requirement.

[#] As per the DHR guidelines (applicable minimum wages notified by the Govt. of NCT of Delhi that is revised periodically)

* Appointment will be on a contractual basis for six months, extendable for further period subject to satisfactory performance and other considerations up to the Finance Commission Cycle of 5 years.

General Instructions:

1. It is mandatory for all eligible candidates 1). To fill their details via google form; 2). Send filled & scanned applications form along with self-attested supportive documents as per checklist (combined in a single PDF) via e-mail to mruvmmcrecruitment@gmail.com l**atest by 10/12/2026.** All documents are to be in chronological order (qualification and experience).
2. Candidate has to mention name of position in the subject of e-mail i.e. "Application for the post of ……." . No application will be entertained after last date and incomplete application will be rejected. Shortlisted candidates will be informed of date and time of interview by email.
3. All applicants must fill the google form via link: https://docs.google.com/forms/d/e/1FAIpQLSdG4JYqtL303GYcHHTjvtL7UyMSEEDV1fh-Wt4erPmifdNuuA/viewform?usp=header

4. Qualification/degree should be from a reputed Institution/University. Mere fulfilling the essential qualification/experience does not guarantee selection.
5. Age will be calculated as on the last date of submission of the application, i.e., 10/12/2026.
6. Canvassing in any form will be a disqualification.
7. No TA/DA will be paid either for attending the interview or joining the post.
8. Persons already in regular time scale service under any Government Department/Organizations are not eligible.
9. **For the post of Data Entry Operator, candidates will be intimated about the written test/Speed test/Interview via e-mail.**
10. Incomplete application (not accompanied by relevant documents) or applications received after due date/time will be summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process
12. Please give the details of two responsible persons of your locality or two references to whom you are known.
13. If the candidate is not eligible, his/her candidature may be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, services so obtained will be terminated without any notice or compensation.
14. The above post/s are purely on contractual basis & the candidate will have no right to claim for any type of Permanent Employment under DHR/VMMC & Safdarjung Hospital or continuation of his/her services in any other project.
15. Please note that the Institute does not have residential facilities for contractual staff.
16. Candidates are advised to check the website of this Institute for any change or any other information.
17. Bring 2 set of photocopies of your relevant original documents and filled Application Performa along with recent passport size photo at the time of interview.
18. In the absence of valid original documents, the candidate shall not be considered eligible for the aforementioned posts.

Multidisciplinary Research Unit,
VMMC & Safdarjung Hospital,
New Delhi-29

Application Performa

- **Name (incapital):**_____
- **Apply for Post:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Age (as on last date of application)** _____
- **Whether belongs to SC/ST/OBC category:** _____
- **Gender:** _____
- **Nationality:** _____
- **Marital Status:** _____
- **Address:** _____

_____

- **E-mail ID:** _____
- **Educational Qualifications:**

S. No	Examination Passed	Board/University	Passing Year	Percentage scored
1				
2				

- **Experience (Post Qualification):**

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

Signature _____

Date: _____

Place: _____

Enclosures attached:

1.
2.
3.

Checklist for attachments:

1. Id proof (Adhaar Card/ Voters Id/ Drivers License)

2. Class X marksheet/ Age Proof

3. Class XII marksheet

4. Graduation marksheet/certificate

5. Post Graduate marksheets/certificate

6. PhD marksheet/ certificate

7. Any other qualifications

8. Experience (if any)

9. Publication (if any)

10. Photograph -2 (on the day of interview/written exam)

* Scanned applications form along with self-attested supportive documents as per checklist (combined in a single PDF) have to be sent via e-mail to mruvmmcrecruitment@gmail.com.

** The printed hard copy of the duly filled application form, along with self-attested supportive documents as per checklist, must be produced on the day of interview. Candidates are required to bring the original documents for verification at the time of the interview.

Syllabus of written test for the post of Data Entry Operator

1. Written test will cover the Basic knowledge of Computer Applications.