



OFFICE OF THE DEAN
DR. LAXMINARAYAN PANDEY GOVERNMENT MEDICAL COLLEGE
RATLAM (M.P.)

ईमेल :- deanratlam@gmail.com वेबसाइट :- www.gmcpratlam.org कार्यालय दूरभाष नंबर :- 07412-284226 पिन कोड :- 457001

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क्रमांक: 8873/जी.एम.सी./2025

रतलाम, दिनांक: - 27/06/2025

ADVERTISEMENT FOR POST OF DATA ENTRY OPERATOR ON CONTRACTUAL BASIS AT
VRDL, DR. LNPGMC, RATLAM

Applications are invited for the post of **Data Entry Operator** under Virus Research and Diagnostic Laboratory (VRDL), Department of Microbiology, Dr. LNPGMC, Ratlam, Madhya Pradesh, purely on contractual basis as per below mentioned details:

Virus Research and Diagnostic Laboratory (VRDL), Department of Microbiology, Dr. LNPGMC, Ratlam, Madhya Pradesh vacancy details:

The age limit, minimum qualification, number of vacancies and pay scale is given below:

Post Name	No. of Post	Category	Age Limit	Emoluments (Norms for Salary) in Rs.	Remark
Data Entry Operator	1	UR-01	35 yrs	₹20,000/-	Consolidated without any allowances

Note: 1.

- If due to revised structure, any official (Contractual) gets less than what is currently being paid to him, due to any reason, the existing pay will be protected till he/she reaches the same level under the revised structure.

Note: 2. Last date of Application form submission is on or before 12/07/2025 by 4:00 PM

ESSENTIAL QUALIFICATIONS: -

Graduate with knowledge of data entry work + Computer Diploma + CPCT (Computer Proficiency Certificate Test) in Hindi & English.

Note: - Preference will be given to candidates having graduation in computer science & good knowledge of Hindi & English languages.

Terms and Conditions

1. The above-mentioned vacancy is for a fixed tenure of up to 31st March 2026.
2. Employment will automatically terminate upon completion tenure. Also, the candidates have no right to claim permanent employment based on this job.
3. However, appointments can be terminated at any time even before the end of the contract period due to any reason. In case of such premature termination, one month's notice or one month's salary in lieu of the same will be provided. Candidates can leave the job prematurely giving one month's notice or one month's salary in lieu of the same.
4. Contract can be extended after satisfactory work report from PI & availability of budget
5. No TA/DA will be paid for attending the interview/exam or for joining the post.
6. Pension/GPF/PF/Leave benefits (earned leaves) will not be applicable.
7. Performance of the candidate will be assessed on a regular basis.
8. In order to accept the general terms and conditions relating to the position, the candidate must sign an affidavit at the time of joining.
9. The candidate appointed shall work as per the duty assigned by the PI VRDL
10. Submission of wrong or false information during the process of selection shall disqualify the candidate at any stage & may lead to criminal prosecution.
11. All the applicants are expected to work in virology research and diagnostic laboratory and shall mandatorily require to be vaccinated against vaccine preventable viral illnesses to protect themselves, their family, and their colleagues. Appropriate protective Antibody titer determination shall be a mandatory requirement in the service, along with proper vaccination certificate.
12. Selected candidates should be ready to work 24x7 in three shifts and make their own arrangements of accommodation for their stay at Ratlam.
13. Staff may have to go on field visits and travel outstation for any need under the project.
14. Dean, Dr. Laxminarayan Pandey Government Medical College, Ratlam, reserves all the rights to change or cancel the interview and selection process without assigning any reason.
15. Candidates must download their application form from the institute Website. <https://gmcratlam.org>

UPPER AGE LIMIT - Upper age limit is 35 years on last date of application submission.

Date of Birth as recorded in the Matriculation/Secondary Examination mark sheet or Certificate only will be considered.

Application:

1. Candidates must submit the Application form along with Appendix directly in office or through speed post / registered post in the name of Dean, Dr. Laxminarayan Pandey Government Medical College, Sailana road, Ratlam- 457001 M.P. with super-scribed as "Application form for the post of Data Entry Operator in the VRDL " also mail to deanratlam@gmail.com and cc to vrldratlam@gmail.com before last date of submission of form.
2. Application fee as described below should be submitted through UPI/NET/BANKING/CHALAN/NEFT/ demand draft in favor of NEW GOVERNMENT MEDICAL COLLEGE AUTONOMOUS SOCIETY, RATLAM.

Account number	37781 005358
IFSC CODE	SBIN0061542
BANK	STATE BANK OF INDIA
BRANCH	MEDICAL COLLEGE RATLAM
ACCOUNT TYPE	CURRENT
MICR CODE	457002030

Application form fee: 250/- (TWO HUNDRED FIFTY RUPEES ONLY)

3. Application received after the closing date, for whatever reason, is liable to be rejected.
4. Incomplete or Application without supportive documents is liable to be rejected.
5. A candidate will not be eligible if he/she has been removed from government service or dismissed by the previous institute as a result of disciplinary action.
6. A candidate will not be eligible if a candidate has been convicted of an offense involving moral turpitude by a court, or if a case involving moral turpitude is pending against him/her.
7. A candidate will not be eligible for appointment if he/she has been found not physically and mentally fit.
8. Certificates issued or submitted **after the last date** of advertisement won't be accepted, even if the experience was gained before the cut-off. The work experience will be calculated only up to the day before the date of the advertisement.

Selection Procedure: The Selection would be made based on the interview OR written & interview test. Written test would be based on the typing speed & language skills and will be of qualifying nature.


DR. ANITA MUTHA
DEAN & CEO
DR. L.N.P. GOVT. MEDICAL COLLEGE RATLAM

**"Application Form for the Post of Data Entry Operator on a Contractual Basis for the
VRDL at Dr. Laxminarayan Pandey Government Medical College, Ratlam, MP."**

Name of the Post Applied for:

SELF ATTESTED
PASSPORT SIZE
PHOTO OF
CANDIDATE

1. Full Name of Applicant in block letters: -.....
.....
2. Male/Female.....
3. Father's/Husband's Name in block letters and contact no.....
.....
4. Present complete Postal Address: -.....
.....
5. Permanent complete Postal Address: -.....
6. E-Mail ID:
7. Contact Number (Mobile) 1.2.
8. Date of Birth (DD/MM/YYYY)Age
9. UID (Aadhar) Number.....
10. Category UR/OBC/SC/ST/ANY OTHER.....
11. Knowledge of Computer: Yes / No
12. Educational Qualifications: -

S. No.	Name Of Examination	Subject / Discipline / Specialty	University / Institute / College	Year Of Passing Final Examination	Marks Obtained / Out Of	Percentage

13. Work Experience if any: -

Sr. No.	University / Institute / College	Name Of The Post	Period	Nature Of Work

14. Application form fee details/Transaction number

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein if found to be incorrect or false, and then I shall be liable for action as per rules in force.

Date:

Place:

Candidate Name & Signature

Enclosures: -

S.No.	Certificate	
1.	DOB proof	Yes/ no
2.	Address proof	Yes/ no
3.	Application fee proof	Yes/ no
4.	12 th Mark Sheet	Yes/ no
5.	Graduation mark sheets	Yes/ no
6.	Graduation degree/diploma	Yes/ no
7.	Post-Graduation mark sheets	Yes/ no
8.	Post-Graduation degree	Yes/ no
9.	Experience Certificates	Yes/ no
10.	CPCT	Yes/ no
11.	Aadhar Id	Yes/ no
12.	Any other	