

**INSTITUTE OF NUCLEAR MEDICINE & ALLIED SCIENCES,
Brig. SK MAZUMDAR ROAD
DELHI 110054**

**Walk in Interview on 26 Feb 2014 at 0930 hrs for Purely Temporary
appointment of Data Manager**

Candidates possessing following qualifications/experience is required

Qualifications

Graduate (10+2+3) from a recognized state or central university

Skills

Proficient in computer operation on software like MS Office, Acrobat, Internet explorer and other related software for official data management
Proficient especially in MS Excel and MS Access, MS publisher for data entry, management, analysis and report generation.
Adept at generation of computerized charts and figures.
Better than average typing speed

Experience

Preference will be given to candidates with experience in data handling, report generation, preparation of power point presentation of biomedical data

Age

Not exceeding 45 years

Other

- Sympathetic attitude towards patients and colleagues
- Appropriate dressing and presentation skills
- Fluent in spoken Hindi language

Job profile

- Biomedical data entry and management
- Drafting and assisting preparation of reports of clinical/ medical projects
- Upkeep of computer, machines, furniture and other inventory of the department

Emoluments

Rs. 20,000/- pm consolidated

Duration

Only Till 31 May 2014

- Candidates will be required to produce Original certificates/testimonials/degrees at the time of interview
- No TA/DA will be paid for attending interview and/or on joining.
- It may please be noted that this offer does not confer on any right for absorption in DRDO.

(Dr. Mitrabasu)
Scientist F
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