

**RECRUITMENT OF PROJECT POSITIONS FOR VIRAL RESEARCH AND  
DIAGNOSTICS LABORATORY (VRDL)  
ARMED FORCES MEDICAL COLLEGE, PUNE  
DATE- 27 Jan 2025**

1. Applications are invited for the recruitment of Data Entry Operator on contract Basis on fixed remuneration in Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune. The VRDL is a project funded by the Department of Health Research, Government of India.

<b>Sr No</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Eligibility Criteria</b>	<b>Emoluments (Norms for Salary in Rs)</b>	<b>Remarks</b>
1.	Data Entry Operator	01	<b>Essential Qualifications:</b> Graduate with knowledge of data entry work  <b>Desirable Qualifications:</b> Degree or Diploma from a recognized university with two years' experience in relevant subject after obtaining essential qualification.	20000	Consolidated without any allowance.

2. Desirous candidates are requested to fill the Application form (Last two pages of this advertisement) and send it by Post along with Bio-data and true copy of certificates of educational qualification and experience to,

“Director & Commandant”  
(HoD Microbiology),  
Armed Forces Medical College, Pune  
Sholapur Road, Opposite Race Course,  
Pune, Maharashtra,  
Pin Code: 411040”

The envelope containing the duly filled application form should be superscribed as “**Application for the post of DATA ENTRY OPERATOR, VRDL, Dept of Microbiology, AFMC, Pune.**”

3. Applications should be submitted at the above said address on or before 15 Feb 2025.

4. List of Eligible candidates will be uploaded on the website along with the schedule of the Interview. Candidates are requested to check for the updates on the AFMC website (<https://afmc.nic.in>) from time-to-time. No individual intimation regarding eligibility/call for interview shall be sent. It is the responsibility of the candidates to check their names and appear for the interview.

## **TENURE OF THE POST**

1. Above posts are temporary in nature and will be filled up purely on contractual basis with initial appointments for Eleven (11) months as per rules and regulations of the VRDL. The employment on these posts will be temporary, for a fixed term and shall automatically cease on expiry of term without any notice unless renewed or reemployment letter issued.
2. If the performance of the candidate is not satisfactory during any part of the tenure, the services of the candidate may be terminated with a notice period of 1 month. In case the candidate wishes to leave the contract, they may choose to do so with a notice period of 1 month

## **GENERAL TERMS AND CONDITIONS:**

1. The vacancies mentioned are as per the sanctioning of Department of Health Research (DHR) for Viral Research and Diagnostics Laboratory.
2. Those candidates who are employed in Central Govt. /State Govt. /Union Territories/Statutory Bodies/ Research Organizations etc., should send their applications along with N.O.C through proper channel. However, they may send an advance copy of their application along with requisite documents so as to reach this office on or before the scheduled last date of submission of application.
3. Only those applications which are as per the prescribed format will be accepted. Incomplete/ unsigned application, applications without photograph or self-attested copies of requisite documents will be summarily rejected without any communication to the applicant.
4. The institute will not be responsible for any postal delay/late delivery of the application and those applications received by post after the scheduled last date of submission will not be accepted.
5. Applications not submitted in prescribed format and applications without supportive documents shall be summarily rejected.
6. Applications received after 15 Feb 2025, 05:00 PM (IST) shall be summarily rejected.
7. Submission of incorrect or false information during the process of filling of application form or walk-in-interview shall disqualify the candidature at any stage.
8. After scrutinizing the applications received, a list of shortlisted candidates for Interview/Skill assessment will be displayed on the AFMC website. If necessary, a Written and/or Practical examination will be conducted and the candidates qualifying the written test will only be interviewed. No TA/DA will be paid for attending the interview/skill assessment.
9. Mere fulfilment of the essential qualification/experience does not guarantee selection. The decision of the selection committee regarding appointment of candidates will be final and no representation will be entertained in this regard.
10. All posts are contractual for 11 months. No benefit of provident fund, Leave Travel Concession, Medical claim etc. will be considered, since the posts are purely on contract basis. The appointment may be renewed subject to budget grant from the funding agency, satisfactory performance and project requirement.
11. Only eligible candidates shall appear for interview/skill assessment on the dates displayed on the website in due course of time. Interviews will be held after registration and verification of documents.
12. The candidates appearing for Interview/Skill assessment must bring all original certificates like (1) Education qualification (2) Proof of Date of birth (3) Experience

certificates (4) Proof of Indian Citizenship (Voter ID/PAN Card/Driving Licence/Passport)  
(5) One-self attested recent passport size photograph (5) Photo ID proof  
(Aadhar/PAN/Voter ID/ Driving License etc.). Candidates should produce all  
certifications/testimonials in original for verification at the time of interview.

13. Candidates who will report after the scheduled date/time will not be allowed to appear  
in interview.

14. Appointments will be given as per rules and regulation of the competent authority.  
Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on  
Institutional website only and no separate notification shall be Issued in the press.

15. Director and Commandant, AFMC Pune reserve all the rights for interpretation of any  
terms and conditions, or any query/questions arising in this context. The decision of  
Director and Commandant, AFMC Pune will be final in all the respects.

16. Candidates will not be reimbursed for travel allowance to attend interview/joining.

**APPLICATION FORM**

**Application for the post of \_\_\_\_\_ on Contractual Basis for  
Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune.**

To,

The Director & Commandant  
(HoD Microbiology)  
Armed Forces Medical College  
Solapur Road,  
Pune – 411 040 (Maharashtra)

Paste Passport size  
color Photograph  
(do not staple)

**Sub: Application for the Post of \_\_\_\_\_ on Contractual Basis for  
Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune**

Sir,

In response to your advertisement for recruitment of Project positions for Viral Research and Diagnostics Laboratory (VRDL), of Armed Forces Medical College, Pune, I hereby apply for the Post of \_\_\_\_\_ on Contractual Basis. My Bio-data is given below:

<b>Name of the Candidate (in block letters)</b>			
<b>Father's/ Husband's Name</b>			
<b>Permanent Address</b>			
<b>Road/ Street Name/ Village</b>			
<b>Municipality/ City/ Town</b>			
<b>P.O</b>		<b>P.S</b>	
<b>Distt.</b>		<b>Pin Code</b>	
<b>Contact No (landline)</b>		<b>Mobile No.</b>	
<b>Email Id</b>			
<b>Date of Birth</b>		<b>Age as on 31 Dec 2024</b>	
<b>Religion</b>		<b>Sex (Male/Female)</b>	
<b>Nationality</b>			
<b>Photo identity Proof (give attested supporting documents)</b>			

**EDUCATIONAL QUALIFICATIONS: (Attach attested copies)**

Academic qualifications	Board/ University Name	Name of the stream/Course	From	To	Percentage
10 <sup>th</sup>					
12 <sup>th</sup>					
Diploma					
Graduation					
Post Graduation					
Ph D					
Others					

**Experience Detail: (Attach attested copies)**

Name of Institute/ Organization	Duration From	Duration To	Position Held	Total experience in years

**Details of Publication (Vancouver style): Attach Copies of the published Research Work, attach separate sheet if required**

S.No.	Details of Publication (Vancouver style):	Indexed/ Non- Indexed	Impact Factor

**DECLARATION:**

I hereby solemnly declare that the information given in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidatures/appointment shall be summarily rejected or terminated without any notice

Place :

Date :

Signature of candidate

**List of Enclosures (Attested Copies):**

1. Date of Birth proof
2. Photo identity Proof
3. Higher Secondary/ Madhyamik/Graduation/ Post Graduation/ PhD and relevant qualifications.
4. Certificate of experience
5. Research publications
6. NOC Certificate (from present employer)
7. Any other relevant document