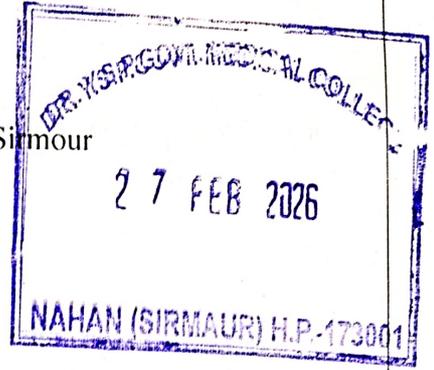


No. - HFV/ME/DYSPGMC-Walk-In-Interview/2025- 6058 Dated
Office of the Principal, Dr Y S Parmar Govt. Medical College, Nahan, District Sirmour



To,

✓ The Director Information and Public Relations Department,
Himachal Pradesh at Shimla-2

Sub: Request for printing advertisement Notice for Data Entry Operator at Dr YSPGMC, Nahan.

Sir,

Please find enclosed herewith advertisement notice for the post of Data Entry Operator under ICMR Project at Dr. YSPGMC, Nahan with the request for giving wide publicity the same may kindly be got published in the leading newspapers English & Hindi for the benefit of all concerned.

Encl: Advertisement 1 Copy

Yours sincerely,

S. Dhillon
(Dr. Sangeet Dhillon) Principal,
Dr. Y.S. Parmar Govt. Medical
College Nahan (H.P.)
Dr Y S Parmar Govt. Medical College,
Sirmour, Himachal Pradesh.

Endst No. As Above

Dated;

Copy to:-

1. The Secretary (Health) to the Govt. of HP for information please.
2. The Director, Medical Education and Research, Himachal Pradesh, for information please.
3. DA website, DYSPGMC Nahan for information with the direction to upload the advertisement in the college website of DYSPGMC Nahan.

(Dr. Sangeet Dhillon)
Principal,
Dr Y S Parmar Govt. Medical College,
Sirmour, Himachal Pradesh.

No. - HFW/ME/DYSPGMC-Walk-In-Interview/2025-6058 Dated
Office of the Principal, Dr Y S Parmar Govt. Medical College, Nahan, District Sirmour

Website: <http://www.yspgmc.org>

Email: yspgmc.nahan@gmail.com

NOTICE

FOR THE POST OF DATA ENTRY OPERATOR FOR RECRUITMENT OF MANPOWER UNDER ICMR PROJECT DR. YASHWANT SINGH PARMAR GOVT. MEDICAL COLLEGE, NAHAN, DISTT. SIRMOUR, HIMACHAL PRADESH.

Applications are invited for the one post of Data Entry Operator under ICMR Project for initial 6 months which may be extended till the maximum duration of 30 months. The duration may be short if the project is completed earlier or terminated. The written test shall be held on dated 13.03.2026 at 11:00 AM in the Lecture Theatre-II, DYSPGMC Nahan, strictly as per the terms and conditions by the ICMR, received vide letter No. HFW-Dr.YSPGMC/Pediatrics /Project-49 dated 20.02.2026, for detailed advertisement and other terms and conditions etc., please visit our website www.yspgmc.org.

Addendum (if any) will be issued on our website only. Please keep visiting our website <http://www.yspgmc.org> for any amendment / announcement / modification.


(Dr. Sangeet Dhillon)
Principal,
Dr Y S Parmar Govt. Medical College,
Sirmour, Himachal Pradesh.

Principal
Dr. Y.S. Parmar Govt. Medical
College Nahan (H.P.)

Endst. No. As Above.
Copy to :-

Dated Nahan the

The Director Information and Public Relation Department, Himachal Pradesh, Shimla -2 with the request to publish the above said notice in the leading News Papers in English and Hindi.


(Dr. Sangeet Dhillon)
Principal,
Dr Y S Parmar Govt. Medical College,
Sirmour, Himachal Pradesh.

Principal
Dr. Y.S. Parmar Govt. Medical
College Nahan (H.P.)

Corrigendum No.:

Dated:

An advertisement for the very short term engagement of personnels for the following posts on a purely temporary basis in the Extramural Research Project titled "Physiological Postnatal Weight Loss Nomograms in Exclusively Breastfed Healthy Term Infants: A Multi-Centric Prospective Cohort Study" to be done in department of Paediatrics Dr YSPGMC Nahan Sirmour HP. **This is a multicentric project with six sites initiated from Deptt of Neonatology AIIMS Jodhpur and funded by ICMR.** The interested candidates have to apply in the prescribed format only (with One extra passport size photo) for the following post on a purely temporary basis for the said project. **The last date of receiving applications in office of Principal Dr YSPGMC Nahan is 7/3/2026 before 5 PM,** thereafter no application, will be entertained and incomplete applications will not be considered. **The last date of collection of admit cards is 10 /3/26 before 4 PM. The entry without valid admit card and Adhar card will not be allowed. The date of written examination is on 13/3/2026 at 11 am** and result will be declared within 3 days and will be published on our college website and displayed on college notice board. The candidates have to check it by themselves, no other mode of information will be followed. The topmost three candidates per post (3: 1 ratio) will be called for skill or interview test. **The skill and or interview test will be held on 17/3/26 at 10:30 am.** In case of equal marks, person with maximum experience in research project, followed by higher qualification, followed by matric marks followed by DOB (to person with older age) will be given priority. The details of the posts are given below. In case selected candidate resign within six months, next in merit will be called for post.

Name of Post	Data entry Operator
Number of Post	One
Monthly consolidated salary	29200/-(Twenty nine thousand two hundred only)
Essential Qualification	<ul style="list-style-type: none"> ● Graduate from recognised university with certificate in computer applications ● Having A typing speed certificate (mentioning the speed not less than 8000 key depressions per hour (35 word/ min) ● Proficiency in Microsoft word, excel and basic applications of internet.
Desirable Qualification	<ul style="list-style-type: none"> ● Two years working experience in data entry and electronic data processing in research project/national programme in Govt/PSU organisation ● Knowledge of basic statistical analysis (certificate required)
Upper age limit	30 years. Age relaxation as per ICMR rule in case of OBC (3 year), SC & ST (5 years)
Job description	<ul style="list-style-type: none"> ● Calling of follow ups and Data entry, storage of data, security and processing of data ● To collect project related data from SNCU/NICU/Postnatal ward/Delivery point of the study hospital and annexed hospital ● To maintain entries in MS Office and must have skills of word, excel, power point, google documents: Google sheets, google forms or any other software or web platform ● Preparation of reports. Any other task assigned by investigators ● Candidate should be able to speak the regional /local/Hindi language ● In case person found of forging of data, misinformation or misbehaviour or not doing work properly, immediate termination (without any explanation) of person will be done as forged data affects neonatal morbidity profile which defeat purpose of project.
Mode of recruitment	Based upon maximum marks obtained out of 50, the topmost applicant will be selected. The distribution of marks is as written MCQ (44 marks in 45 min), skill tests (skill as per syllabus) (4 marks) desirable qualification (2 marks). After written test top 3 applicant will be considered for skill tests (4 marks) & assessment of desirable qualification (2 marks). Inappropriate behaviour during entire examination process will lead to disqualification.
Maximum duration	Selected candidate must submit affidavit regarding following of all the terms & conditions of project and shall not file any court case for continuation of employment in Dr YSPGMC Nahan or in the Project or reemployment in the same project after getting terminated on underperformance or on basis of frequent absents .
	Initial appointment is up to 6 month which may or may not be extended to maximum of 30 months (six monthly basis) depending upon work performance or early termination if project completed early or stopped by PI/ICMR





Topics	Syllabus
English language	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases
General Knowledge including Current Affairs	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World.
General Intelligence and Reasoning	Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification
Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E Governance, Mobile/Smartphone's Information Kiosks.
Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.
Additional syllabus For DEO candidate	Microsoft word, Microsoft access, excel formulae, statistics, data management, project related data and literature

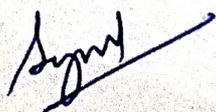
GENERAL TERMS & CONDITIONS:

1. All the candidates must submit the filled application form in the prescribed format along with relevant documents and one set of self-attested photocopies of documents regarding age, qualification and relevant experience along with recent colour passport size photograph, before the last date and time. It the duty of applicant to ensure completeness of application with relevant documents. Incomplete forms or late submissions will be rejected without any notice or information to applicant.
2. The candidate should be mentally and physically fit to perform duty.
3. The candidates are advised to check the college website/ notice board regularly, for latest update regarding any corrigendum/ application status /rejected application/ date of test or any change/ news related to project termination. An excuse of being not aware to such changes will not be accepted and his candidature will be rejected. If someone will create any nuisance, college will take legal action against him/her.
4. Reporting time for candidates starts at 10:00 AM and the closing time to report for the interview /skill test is 11 AM, after which no additional candidates would be entertained for the interview.
5. The above posts are filled purely on a temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent/ contractual Employment under Dr YSPGMC Nahan or continuation of his/her services in any other project.
6. No enquiries shall be entertained in this regard after the due date.
7. Post may increase/decrease as per requirement and at the sole discretion of the Principal Investigator, Dr.YSPGMC Nahan or continuation of his/her services in any other project.
8. All educational professional and technical qualifications should be from a recognized Board/University and full-time.

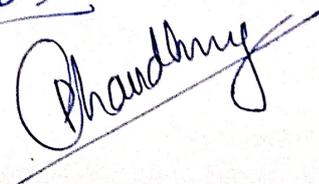
9. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
10. Persons working in Govt. or Public Sector undertaking should produce a "No Objection Certificate" at the time of the submission of application.
11. No TA/DA will be admissible to appear in the interview/ test.
12. This position will be purely on a temporary basis for the specified period of time and based on the project.
13. The salary is a consolidated sum without any other benefits/allowance and it is based on experience, qualifications, skill set, etc. of the candidates.
14. Canvassing in any form will be a disqualification.
15. Education qualification / Experience will be considered till the last date of the advertisement.
16. Please note that all the essential qualifications and experience certificates are required to be enclosed with the application form. Otherwise, the application will be considered incomplete.
17. Candidate should be prepared for flexible working hours as the babies are born in night also. Therefore, the staff has to take birth weight whenever the birth has taken place. No excuse in this will be entertained and failure to deliver the job responsibilities will lead to immediate termination from project. The candidates cannot claim any extra allowance for night visit and duty.
18. The Competent Authority reserves the right to conduct a Screening/Scrutiny Test depending on the number of applicants. The competent authority 's decision regarding the selection of the candidate will be final and no representation will be entertained in this regard
19. The maximum tenure of the project is 30 months however, the recruitment is for initial 6 months and then may be extended every six-monthly based on the work performance and can terminated anytime if work is unsatisfactorily.
20. The engagement of selected candidates will be terminated under the following situations a) expiry of initial six-month period if not renewed. b) Forthwith under insubordination & improper behaviour, inefficiency, negligence in duty, frequent absents or absent without permission etc.
21. No accommodation facility will be provided to the selected candidates by the office/department/Dr YSPGMC college & hospital
22. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material, information relevant to the his /her appointment, he/she will be liable to be removed from the service/project and any legal action will be taken as deemed fit by the authorities.
23. He/she expected to follow the conduct and discipline rule as are applicable to the workers of the institute.
24. The applicants are advised to check the website or Notice board Dr YSPGMC Nahan for any updated information regarding the recruitment process.

●Submit one extra passport size photograph for Admit card
Applications to be submitted before 5 pm on 7/3/2026 : in the Office of Principal Dr YSPGMC Nahan

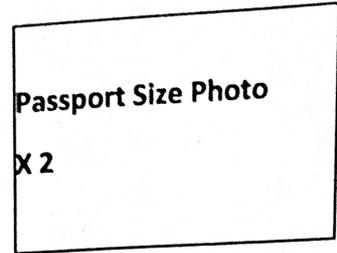
- Admit card collect: Before 4pm on 10 /3/26 from establishment branch
- Venue of written test: Dr YSPGMC Nahan Lecture Theatre no 2
- Date & Time of written test: 13/3/2026 11:00am to 11:45am
- Date of skill test & time: 17/3/26 at 10:30 am
- Venue of skill test: Conference hall Principal Office Dr YSPGMC Nahan
- Phone no : College







FORMAT FOR APPLICATION



1. Name of the Post:
2. Advertisement File No. & Date:
3. Name of the Candidate:
4. Father's Name:
5. Date of Birth:
6. Age:
7. Category:
8. Permanent Address:
9. Address of Correspondence:
10. Email Address:
11. Phone No. Mobile _____ Landline No. _____

12. Qualification from High School and above:

13. DOB certificate...../.....10th

S. No.	Qualification	Name of Board/ University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				

14. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						

Submit one extra photograph for admit card. I hereby declare that above information provided by me is correct to my knowledge and belief

(Signature of the Candidate)

Enclosures attached: -

- 1.DOB 2. Graduation 3. Computer application certificate 4. Typing speed certificate 5. Any other