



NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT

Anna University, Chennai – 600 025

Kalanjiyam Building, 2nd Floor, Opp. to Mining Engineering,

Ph. +91-44-2235 7938, E mail: au.nhhid@gmail.com

Dr. S. Meenakshisundaram

Co-Coordinator

Dr. M. Sasikala

Deputy Coordinator

Dr. S. Muttan

Coordinator

The National Hub for Healthcare Instrumentation Development (NHHID) at Anna University is funded by the Department of Science and Technology, New Delhi for **Medical Device Development & Commercialization**. It invites application for **Data Entry Operator**. Candidates with interest and experience in scientific data entry and analysis **should submit their CVs** along with education qualification and experience certificates **on or before 31.01.2021** to the Coordinator to the address below **by post only**:

Coordinator

NHHID, Kalanjiyam Building,
2nd Floor, Opposite to Mining engineering,
CEG Campus, Anna University,
Chennai - 600 025.

E-Mail: au.nhhid@gmail.com

The eligible candidates will be called for an **interview** after scrutinizing the applications. The actual date and time of the interview will be intimated to the shortlisted candidates in due course **by email** only.

Sl.No	Manpower	Essential and Desirable Qualification
1.	Data Entry Operator – 1 Post (Rs. 13,000/- per month consolidated)	Essential: Higher Secondary or Equivalent with 2 years of Data Entry Operator Experience in Research Funding and Research Administration. Candidate should be willing to work in Delhi / Satellite Hubs.

Major Duties of Data Entry Operator:

- Prepares source data for entry by opening and sorting mail; verifying and logging data and obtaining missing data.
- Generate reports, categorize and securely store completed work and perform backup operations.
- Scan documents and print files when needed & maintain confidentiality of information.
- Respond to queries for information accessing relevant files.

General Instructions

- Candidates attending the interview will do so at their own expense.
- Candidates should mention % of UG marks in the resume.
- These posts are purely temporary.
- Selected candidates must be able to join preferably within 2 weeks after the selection.
- The duration of the fellowship would be co-terminus with the project.
- The selection criteria are as per the guidelines of Anna University, Chennai.

For further details please contact: Coordinator, NHHID, Anna University, Chennai - 600 025.
ph. +91-44-2235 7953, E-mail: au.nhhid@gmail.com

Coordinator
NHHID

COORDINATOR

National Hub for Healthcare Instrumentation Development
Anna University, Chennai - 600 025.



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Personal Profile:

Post Applied for:	
Applicant Name:	
Father's Name:	
Date of Birth:	DD/MM/YY
Marital Status:	Single/Married
Gender	Male/Female
Do you belong to SC/ST	Yes/No (If Yes Please attach the community certificate)

Contact Details:

Present Address	
City/State/Pincode	
Mobile	
Email	
Permanent Address (if different from present address)	

Educational Qualification:

Please list in chronological order, starting from matriculation onwards.

Name of the Examination/Degree	University/ Board	Division/ Grade	Field of study / Subject/s	Date of passing	Place/ Country

Declaration:

I declare that the information I have provided in this application form, to the best of my knowledge and belief, is correct and complete.

If I include any details that you know to be false or if I withhold relevant information, I may render myself liable to disqualification from the selection process or, if awarded the fellowship, to withdrawn.

Date:

Signature