



राष्ट्रीय होमियोपैथी संस्थान / **National Institute of Homoeopathy**
एकस्वायत्त संस्था / An Autonomous Institute
भारत सरकार / Govt. of India
आयुष मंत्रालय / Ministry of Ayush

Satellite Campus

Sector - A8,
Chaudhary Ramdev Chowk,
Narela, Delhi – 110040

Headquarter

ब्लॉक-जी.ई.सेक्टर-3 / Block-GE, Sector-III
साल्ट लेक,कोलकाता-700106 / Salt Lake, Kolkata-700106
फोन नं / Ph. No. 033-2337-0969/70

F. No. 8-082/NIH/IPvC/2017/Con. Eng./DEO/1861

दिनांक / Dated: 06/01/2023

Advertisement No. IPvC/Con.Eng./01/2023

WALK IN INTERVIEW

Interested candidates are invited to appear for walk in interview on 13/01/2023 at 10:30 A.M. at **National Institute of Homoeopathy (NIH), Block GE, Sector III, Salt lake, Kolkata 700106** for the following post purely on short term contract basis initially for a period of 3 months. Tenure of service is extendable as per requirement and satisfactory performance to be decided by the Competent Authority.

1. Data Entry Operator (01 Posts) consolidated salary of ₹ 20,000/- per month

Essential and minimum Qualification:

1. Degree in any discipline.

Age limit:

1. Not exceeding 28 years as on the closing date for receipt of application .

Desirable:

1. Working knowledge of computer (Internet, MS-Word, MS-Excel and MS-Powerpoint).

Terms & Condition:

- 1) The post is purely a contract one and the candidate does not hold any right for permanent post.
- 2) The contract may be terminated at any time without assigning any reason.
- 3) No TA/DA will be admissible for attending the Walk in Interview.
- 4) Candidate should be ready to join immediately.
- 5) No correspondence will be entertained in this regard.
- 6) The decision of the Director is final & binding.
- 7) The duty hours will be from 9:00 A.M. to 5:30 P.M. on working days. Sunday and gazetted holidays will be remain holidays.
- 8) They will be entitled for 1.5 days leave on each calendar month calculated according to the English calendar.
- 9) Provision of annual enhancement of 5% based on satisfactory performance to be decided by the Competent Authority.

Interested and eligible candidates may appear for walk in interview along with original and photo copies of the documents in support of their eligibility with one passport size photograph.

Director

NATIONAL INSTITUTE OF HOMOEOPATHY – KOLKATA

Application For the post of Data Entry Operator

Affix here
Passport
Size photo

Advertisement No. IPvC/Con.Eng./01/2023

1	Name of the post			
2	Subject			
3	Name of the candidate in Block letters			
4	Father/Husband name			
5	Mother Name			
6(a)	Date of Birth (in Christian era) DD/MM/YY			
(b)	Age as on 13/01/2023			
(c)	Sex	Male		Female
7	Nationality			
8	Religion			
9	Marital status			
10	Whether belongs to SC/ST/OBC/PwD			
11	Whether working in Central/State/UT/Autonomous Body etc.,			
12	Languages known			
13	Address for communication			
14	Permanent address			
15	Telephone No./Mobile No.			
16	e-mail ID			

17. Educational Qualification (Starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class Division	% of marks	Main subjects
1	X & equivalent					
2	XII/Inter/PUC					
3	Diploma					
4	Degree					
5	Others if any					

18. Experience: (Including present employment)

Sl. No.	Name of the Employer	Designation of the Post held & nature of appointment	Pay Scale/Salary	Date of Joining/leaving	Nature of duties performed

19.	Any other information such as training, etc., in support of suitability of the post.	
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I hereby solemnly declare that the information given above is true and correct to the best of my knowledge, belief & not suppressing any material facts which disqualify my candidature. In case, if any facts come to knowledge of NIH after the selection, I am liable to be terminated from the service.

Place:

Date:

Signature of the Applicant