



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. 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 27.05.2019** 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 – 2 Posts (Rs. 12,000-17,000/- 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.
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Coordinator
NHHID