



## **International Institute for Population Sciences**

(Deemed to be University)

An Autonomous Organization of Ministry of Health & Family Welfare,  
Government of India,  
Govandi Station Road, Deonar, Mumbai - 400088.

### **ADVERTISEMENT NOTIFICATION NO.ADMIN/01/2022**

#### **Advertisement for Non-Teaching Post**

Sr. No.	Name of the Post	Classification	Category	No. of Post	Pay as per 7 <sup>th</sup> CPC
1.	Data Entry Operator Gr. 'B'	Group C	SC	1	Level 5

#### **ELIGIBILITY CRITERIA:**

Age Limit	Not more than 30 years as on the last date of receipt of applications. (Age relaxation as per GOI extant rules)
Educational and other qualifications required	Essential: (i) BCA/B.Sc in Computer Science  <u>Desirable:</u> Atleast two years of experience as a Data Entry Operator in a Govt. Organization/Govt. recognized educational establishment.  Preference will be given to higher qualifications and more experience.
Mode of Recruitment	Direct Recruitment

**CAO-CUM-REGISTRAR**

## GENERAL INSTRUCTIONS:

1. The pay carries all other allowances as admissible to Central Government employees stationed in Mumbai. The benefits such as HRA, LTC, Medical reimbursement, Transport Allowance, Children Education Allowance, New Pension Scheme (NPS), and other allowances shall be as per GOI extant rules.
2. The prescribed qualifications and experience are minimum and mere eligibility will not entitle any candidate to be called for further process of selection.
3. Computer Based Test (CBT), Skill Test, or any other test will be conducted for the candidates as per the decision of the authorities of the Institute.
4. Call letters for attending the test will be sent only to the short-listed candidates by Speed Post/Registered Post/Courier Service/E-mail. No correspondence will be made with applicants who have not been short-listed.
5. In case the Institute receives large number of applications for a particular post, the Institute reserves the right to adopt stringent criteria for shortlisting the candidates to be called for test as approved by the Competent Authority.
6. Candidates can fill up the application form in Hindi also.
7. Canvassing or influencing in any form on behalf of the candidate will disqualify the candidature. Institute reserves the right to take appropriate action against uncalled-for influence and threat.
9. Experience and qualifications will be reckoned as on the last date of submission of applications.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11. The Institute shall have the right to withdraw the advertisement of a post(s) or complete advertisement due to administrative reason(s).
12. In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted High Court, Mumbai.
13. The candidates are required to visit the website [www.iipsindia.ac.in](http://www.iipsindia.ac.in) of the Institute periodically for any updates on the said recruitment.
14. Applicants who are employed in Government, Semi-Government Organizations, PSU or Autonomous Organizations should send their application THROUGH PROPER CHANNEL or they will be required to produce a NO OBJECTION CERTIFICATE from their employer before appearing for CBT. (Annexure I).
15. **The last date for receipt of applications will be 21 days from the date of publication of advertisement.** The applications received after the last date will be treated as late application. Delay in receiving applications due to postal reason shall not be entertained. Candidates are advised to send the applications well in advance to reach the Institute before the last date of receipt of applications.

16. Applicants are required to submit all the certificates, testimonials and other relevant documents in support of their educational qualification, work experience, caste, and any other details along with their application.
17. Shortlisted candidates for further selection process shall bring their original certificates and testimonials for document verification before appearing for CBT.
18. In case of any inadvertent error in the advertisement or in the process of recruitment, which may be detected at a later stage, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
19. The candidates are required to submit two sets of duly signed application along with all supporting documents or else application will not be considered. Handwritten application will be rejected without giving any reason.
20. If selected, the appointment will be provisional and is subject to the certificate and document verification submitted by the candidate. If the verification reveals that the claim of the candidate belonging to the reserved category is false, his/her services will be terminated forthwith without assigning any further reasons, and action will be taken under the provisions of Indian Penal Code for production of a false certificate.
21. Application which are not in conformity with the requirement or which are received after due date will be rejected. The applications, which are not in the prescribed form of the Institute or not accompanied by required certificates, photographs will be rejected.
22. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government.
23. With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall be applicable and will prevail.
24. All applications are required to be addressed to Director & Sr. Professor International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai 400088.

APPLICATION SHOULD BE ADDRESSED TO:

**“APPLICATION FOR THE POST OF DATA ENTRY OPERATOR”**

**The CAO-cum-Registrar**

International Institute for Population Sciences

Govandi Station Road, Deonar,

Mumbai # 400088.

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**Application Format for the Post of Data Entry Operator Gr.'B'**

1	<b>Name of the candidate</b> <i>(as per matriculation certificate)</i>				Self-attested photograph		
2	Father's Name						
3	Date of Birth	Month	Date	Year			
4	Nationality						
5	Gender						
6	Marital Status						
7	Address for communication with pin code						
8	Email Address						
9	Mobile Number						
10	Whether belongs to SC/ST/OBC/PWD/EWS (if yes, please specify)						
<b>11</b>	<b>Educational Qualification</b>						
Sr.No.	Qualification	Year of Passing	Board/University	Percentage			
	10						
	10+2						
	BA/B.Com/B.Sc/ Any other						
	MA/M.Com/M.Sc/ Any other						
	Any other 1						
	Any other 2						
	Any other 3						
	Any other 4						
<b>12</b>	<b>Work Experience</b>						
Sr.No.	Designation	Pay level	Organization	Period		No. of Yrs. Of Exp.	Nature of duty
				From	To		

13	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent or private firm)						
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.						
17	If selected, specify the minimum required joining time						

**18. Address of two reference who knows the candidate very well**

1] \_\_\_\_\_ 2] \_\_\_\_\_

**19. Check list of the Documents mandatorily to be attached**

**Attached**

- |   |          |
|---|----------|
| 1] 10 <sup>th</sup> Mark sheet and Board Certificate                      | Yes / No |
| 2] 10+2 Mark sheet and Board Certificate                                  | Yes / No |
| 3] Graduation Mark sheet and Board Certificate                            | Yes / No |
| 4] Post Graduation Mark sheet and Board Certificate                       | Yes / No |
| 5] Any other additional qualification certificate                         | Yes / No |
| 6] ACR/APAR for last Five Years   | Yes / No |
| 7] NOC, Vigilance Clearance Certificate in a attached format [Annexure-I] | Yes / No |
| 8] Work Experience Certificate.   | Yes / No |
| 9] Birth proof certificate  | Yes / No |

**Declaration**

Above information is correct and best of my knowledge,

Signature of the Candidate

**Annexure I**

**To be filled up by the cadre controlling authority**

File No.: \_\_\_\_\_ Date: \_\_\_\_\_

1. The applicant \_\_\_\_\_, if selected, will be relieved immediately or after \_\_\_\_\_ .
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'
5. No vigilance case is pending/contemplated against the officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (if penalty imposed, then statement for the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent or application forwarding authority.

Signature :

Name :

Designation :

Official Seal Impression: