

No. A 11014/17/2010-DC  
Central Drugs Standard Control Organization (CDSCO)  
Directorate General of Health Services  
(Ministry of Health & Family Welfare)  
Govt. of India

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**Recruitment of Data Entry Operator in the Office of CDSCO Sub-Zone, Jammu on contractual basis- applications regarding -**

The office of Assistant Drugs Controller (I), CDSCO Sub-Zone office, Controller of Drugs & Food Organisation, Patoli Mangotrian, P.O Janipur, Jammu-180007 requires one Data Entry Operator purely on **contractual basis upto 30.09.2011.**

**Data Entry Operator ( 1 Post) @ Rs.10,000/-p.m.**

**Qualification:**

The Candidates should be Graduate with 1 year Diploma in computers from recognized Institute. The candidates should have typing speed of 40 w.p.m. Preference will be given to candidates also having short hand knowledge.

**Job description:-**

Typing of various letters, approvals, licenses, noting etc. Alongwith documentation, Creation & maintenance of National Data Bank. Any other duties assigned by Assistant Drugs Controller (I) from time to time.

**DESIRABLE QUALIFICATION/SKILLS**

**FOR THE ABOVE POST THE APPLICANTS ARE EXPECTED TO BE PROFICIENT WITH USE OF COMPUTER AND INTERNET.**

**Note :-**

1. The duly filled applications in the prescribed proforma, as given below, alongwith the certificates of Qualification & experience , shall reach by **POST** or by **HAND** to the O/o Assistant Drugs Controller (I), CDSCO Sub-Zone office, Controller of Drugs & Food Organisation, Patoli Mangotrian, P.O Janipur, Jammu-180007 on or before 20.06.2011 Interview of the "called" candidate will be held on the 22<sup>nd</sup> June, 2011 at the O/o Assistant Drugs Controller (I), CDSCO Sub-Zone office, Controller of Drugs & Food Organisation, Patoli Mangotrian, P.O Janipur, Jammu-180007. The interview call will be given by email/ on mobile, therefore, it is essential that candidate must give their email address/mobile number.
2. The candidates should mention on the TOP of envelop "**Name of the Post applied for.**

Encl.:- Proforma for Application

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(B.K. Samantaray)  
Assistant Drugs Controller (I)

06.06.2011

Post applied for

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**PROFORMA FOR APPLICATION**

Name

Father's Name

Date of Birth

Marital Status

Proficiency in Languages

Address for Correspondence

Present

Permanent

Telephone No. \_\_\_\_\_ (O), \_\_\_\_\_ (R), \_\_\_\_\_ (M)

Email:

Educational Qualification

| Degree/<br>Examinations | Year | Board/<br>University | Subjects/<br>Specialization | % of<br>marks |
|-------------------------|------|----------------------|-----------------------------|---------------|
|                         |      |                      |                             |               |
|                         |      |                      |                             |               |
|                         |      |                      |                             |               |
|                         |      |                      |                             |               |

Proficiency in computer Details of course/training undertaken:

Experience Details:

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been suppressed there from.

\_\_\_\_\_  
Signature

Date  
Place