

Applications are invited for the following positions on contractual basis for the **Center for Medical Innovation & Entrepreneurship (CMIE)** a BIRAC-sponsored BioNEST program at All India Institute of Medical Sciences, New Delhi.

All India Institute of Medical Sciences is a premier medical institution with National and Global recognition for its contribution inpatient care, education and research. CMIE is expected to catalyze the academia & industry interaction through the strengthening of Indian start-up ecosystem and transforming it into a major hub for health care innovation. The challenge is to create an unparalleled ecosystem of Incubation of Innovations for Entrepreneurship and Inclusive Development of Indian Health Care.

Name of the post and consolidated Emoluments	Qualifications and Experience	Job Description and responsibilities	No. of posts and age limit
Data Entry Operator <u>Emoluments:</u> Rs. 23,400 permonth (Fixed)	Essential Qualification: Graduate in information technology or other disciplines with degree/ diploma in computer applications. Experience: Candidate should have 1 - 3 years' experience of data entry or related office experience, Working knowledge of Microsoft Office with computer skills. A speed test of not less than 15000 key depressions per hour through speed test on computer. Knowledge of adobe photoshop and other designing software. Fluency in English is must.	To be responsible for entering data into different computer databases, and manage and maintaining effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data into the computer and other duties related to the incubator. Assist in office management including draft the letters, POs, other documents related to the incubator, website management, correspondences and interaction over phone, emails. Responsible for designing the flyers for various events including webinars, meetings.	One post, Age limit: 30 years



Shortlisted candidate will be intimated for interview through email.