



राजीव गांधी विश्वविद्यालय
RAJIV GANDHI UNIVERSITY
रोनो हिल्स, दोईमुख
RONO HILLS, DOIMUKH

No.RGU/PC/ICMR/PKS-611/2025

Dated: 27/01/2025

NOTICE FOR WALK-IN-INTERVIEW

A walk-in-interview will be held on 5th February (Tuesday) 2025 from 11. Am onwards in the Department of Psychology, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh for selection of one DEO and one MTS in the ICMR sponsored project titled "Basic-Training course on Forensic Mental Health Assessment(F-MHA)for Prison Officers & Nurses in the North East region and Course on Inoculating Anxiety, Depression & Addiction(1-ADA) for Medical Practitioners and Counselors in the North East Region" in the Department of Psychology, RGU. The details of the position are furnished below:

Name of the Post	:	Data Entry Operator (DEO)
Number	:	02 (two)
Duration	:	Initial appointment will be for 1 year which is further extendable till the completion of project based on the performance.
Eligibility Essential Qualification	:	a) Graduation in any Science/Social Science discipline with good knowledge of written and oral English b) Good computer skills with strong command over Microsoft office, Data handling, Corel draw/Photoshop & Google survey.
Desirable qualification	:	a) He/she should have good writing speed (at least 35-40 wpm). b) 1-2 years experience in electronic Data processing (EDP) work in Govt./Autonomous/PSU or other recognized organization. c) Familiarity with SPSS analysis software.
a) Salary of Data Entry b) Salary of Multi-Tasking Staff	:	Rs. 20,000/- per month (Consolidated without any allowance) Rs. 18,000/- per month (Consolidated without any allowance)
Age Limit	:	35 years as on 31 st January, 2025.
Job Description	:	The work description of the DEO involves assistance in sending out online surveys, collating survey data, data entry and data collection and other project related assignments directed by the PI, preparing workshop time schedule and soft copies of poster/brochures etc.

Venue : Department of Psychology, Rajiv Gandhi University, Doimukh
Day and Date : 5th February, 2025
Time : 11: AM Onwards

Note

1. Candidates should bring all the testimonials/ certificates in original and a self-attested photo copy along with their CV/ Bio-data at the time of interview.
2. No TA/ DA will be provided for appearing the interview.
3. The recruitment will purely be on temporary basis for the stated period only.
4. The candidate will be required to join within five working days upon selection.

Memo No RGU/PC/ICMR/PKS-611/2025. 1964

Copy to:-

1. PS to VC for information.
2. PS to Registrar, for information.
3. The Jt. Director (C C), RGU for information with a request to upload the Advertisement in the University Website
4. Dr. Prashanto Kumar Saha, Project Investigator, Dept. of Psychology for information
5. Notice Board / Office copy.

Sd/
Registrar
Dated the 29th January 2025

29/1/25
(Dr. David Pertin)
Joint Registrar (UGC & Project)