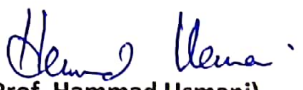


LOCAL ADVERTISEMENT NUMBER 02/2025

Applications are invited for recruitment of staff for the one post of **Data Entry Operator** on fixed salary basis in the Department of Anaesthesiology, J.N. Medical College, AMU, Aligarh for a period of six months, extendable, as per details mentioned below.

S. No.	Name of Post	Number of Post	Qualifications	Fixed Salary per month	Upper Age Limit
01	Data Entry Operator	One	Essential: SSSC/Intermediate with Diploma/ Certificate in Computer Desirable: Equivalent knowledge of computer application/ office automation with typing skill, basic knowledge of English language, knowledge of MS, Excel, Power Point and internet Explorer and data entry.	19,350/per month	35 Years (Prescribed age limit will be relaxable in favour of the candidates already working in central universities/ Central Govt. funded autonomous institutions)

Interested candidates may apply on the prescribed application format on or before **27.09.2025 at 04:00 P.M.** in the office the Chairperson, Department of Anaesthesiology, JNMC, AMU, Aligarh. Application should be submitted with one recent photograph and self attested copies of educational certificates.


(Prof. Hammad Usmani)
Chairperson
Department of Anaesthesiology
निश्चेतना विभाग
J.N. Medical College
जे.एन. मेडिकल कॉलेज,
Aligarh Muslim University, Aligarh
Dated 17.09.2025

D. No. 501.....-Anaesth./NTS

Copy for information to:

1. Assistant Registrar (Admin-NT) with reference to his letter D.No. Admin/LD/715/NT dated 11.04.2025 & D. No.Admin/LD/1957/NT/AA, dated 11.09.2025 .
2. Assistant Registrar Selection Committee-NT Section, AMU
3. Joint Registrar, Computer Cell with the request to upload the advertisement along with the attached prescribed Application form.
4. AR to Vice-Chancellor Secretariat, AMU
5. Notice Board of the Department

APPLICATION FORM

Recent
Photograph
(self attested)

Advertisement No.....dated.....

Name of Post.....

S. No.	Particulars	
01	Name as of High School Certificate (Capital Letters)	
02	Father's Name	
03	Date of Birth as per the High School Certificate	
04	Gender	
05	Mobile Number	
06	Email- ID	
07	Residential Address	
08	Identification Proof (Adhaar/PAN/Voter ID) attach copy	

Details of Educational:

Qualification	University/ Board/ Institution	Subjects	Year of Passing	Percentage of Marks
High School				
SSSC/Intermediate				
Others (if any)				

Deceleration:

I..... hereby solemnly declare that entries made by me in the above columns are true to the best of my knowledge and belief and if at any entry is found incorrect, suitable disciplinary action may be taken against me.

(Signature of the applicant)

IMPORTANT

1. Attach self attested photocopies of all the relevant certificate/documents.