Applications are invited in the prescribed format for contractual engagement to the following posts in the Indian Medical Association (HQ)

<table>
<thead>
<tr>
<th>S No</th>
<th>Name of the post</th>
<th>No of Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer operator</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Data Entry Operator</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Receptionist cum Caretaker</td>
<td>1</td>
</tr>
</tbody>
</table>

(Male only)

The detailed Notification and Application form are available on our official website www.ima-india.org

The Application form (Hard Copy) in the prescribed format with enclosures and soft copy through email hsg@ima-india.org should reach the office of the undersigned by 5 PM on or before 17.03.2021

Sd/=  
Honorary Secretary General
Applications are invited in the prescribed format for contractual engagement to the following posts in the Indian Medical Association (HQ)

<table>
<thead>
<tr>
<th>S No</th>
<th>Name of the post</th>
<th>No of Vacancies</th>
<th>Age limit as on 01.04.2021</th>
<th>Qualification &amp; Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer operator</td>
<td>1</td>
<td>22 - 35</td>
<td>• Degree or Diploma in Computer Science OR • Graduate from a Recognized University with Certificate Course in Computer Applications • Proficiency in English &amp; Hindi with communication skills (preferably office secretarial courses)</td>
</tr>
<tr>
<td>2.</td>
<td>Data Entry Operator</td>
<td>2</td>
<td>18 -30</td>
<td>• Matriculation with Certificate course in Computers or Equivalent</td>
</tr>
<tr>
<td>3.</td>
<td>Receptionist cum Caretaker</td>
<td>1</td>
<td>20-40 (Male only)</td>
<td>• Graduate from a Recognized University with Basic Computer Knowledge</td>
</tr>
</tbody>
</table>

The remunerations are negotiable. The interviews for posts at S. No. 1, 2 and 3 will be held on 24th March from 2 PM onwards at IMA House, ITO, New Delhi.

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Sd/=  
Honorary Secretary General
APPLICATION FORM

POST APPLIED FOR ……………………………………………………………

Name of the Candidate : …………………………………………………..

Father’s Name : ……………………………………………………………..

Date of Birth : ……………………………………………………………..

Address : ………………………………………………………………………

……………………………………………………………………

……………………………………………………………………

Email : ………………………………… Mobile : ……………………………

Educational Qualification : …………………………………………………

Experience : …………………………………………………………………

Previous Organisations : …………………………………………………

Present Organisation : …………………………………………………

Last Salary drawn : ……………………………………………………………

Signature: ………………………………………………… Date: …………