



Surat Municipal Institute of Medical Education & Research
(Surat Municipal Corporation)
Opp. Bombay Market, Umarwada, Surat-395010, Gujarat, India



MULTI-DISCIPLINARY RESEARCH UNIT (MRU)
(Established under ICMR, Department of Health Research, Government of India, New Delhi)

STAFF RECRUITMENT
WALK IN INTERVIEW FOR RECRUITMENT OF THE FOLLOWING CONTRACTUAL STAFF
ON FIXED REMUNERATION IN MULTI DISCIPLINARY RESEARCH UNIT-SMIMER


S.No	Name of Post	No of Post	Consolidated Remuneration/Month
1	Laboratory Assistant cum Data Entry Operator	01	Rs. 20,000 /-

Interested candidates may appear for walk- in- interview with their application along with requisite documents to D-Block, Surat Municipal Institute of Medical Education & Research (SMIMER), Opp. Bombay Market, Umarwada, Surat-395010, Gujarat. Screening test will be conducted to shortlist eligible candidates for appearing in the interview.

Date and time for walk- in- interview is 09 /01/2026 at 9: 00 am

The Application forms and details regarding appointment are available on following websites : <http://smimer.suratmunicipal.gov.in>. & www.suratmunicipal.gov.in

No.PRO/538/2025 - 26
Date: 24/12/2025


Dean
SMIMER, Surat



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Qualifications and experience for the posts of laboratory technician and laboratory assistant cum data entry operator for Multidisciplinary Research Unit (Department of Health Research and ICMR)-SMIMER for the appointment on contractual basis

S. No	Name of the Post	Number of posts	Minimum qualification	Experience	Desirable	Age Limit	Consolidated/ Fixed salary Per month
1	Laboratory Assistant cum Data entry operator	01	B.Sc. with working knowledge of computer	Experience of handling computers and "CCC" certificate	Data entry and data evaluation experience	Not more than 30 years	Rs. 20,000 /-

Eligibility

Laboratory Assistant cum Data Entry Operator

Essential Qualifications:

Science Graduation from a recognized university

Experience of handling computers and "CCC" certificate

Desirable Qualifications

1. Data entry and data evaluation experience
2. Data handling experience
3. Preference will be given to those having experience in ICMR /DHR/CSIR /DBT projects/any other equivalent project in medical colleges/institutes

WALK-IN INTERVIEW TERMS AND CONDITIONS

1. The terms and conditions of staff to be employed in MRU SMIMER will be as per guidelines implementation of MRU scheme in Government medical colleges as stipulated by Department of Health Research, MoHFW, Govt. of India.
2. The candidates are instructed to register their names before 9.30 am on the day of interview.
3. Qualification & Pay: As per notification and guidelines of MRU scheme Department of Health Research, MoHFW, Govt. of India.
4. The appointments shall on contract basis on monthly consolidated remuneration.
5. The period of appointment is for 11 month.
6. Candidates working in Government sector/ Government Autonomous Medical colleges must produce "No Objection Certificate" from Head of the institution/Competent Authority in which the candidate is presently working.
7. Original documents will be verified before interview.
8. Selection committee is the final authority in selecting the candidates and altering the number of vacancies.
9. No TA DA will be paid to the Candidates for attending walk-in interview.

TENURE OF THE POST

Above post is temporary in nature and will be filled up purely on contractual basis with initial appointments for Eleven (11) months as per rules and regulations of the MRU. The employment on this post will be temporary, for a fixed term and shall automatically cease on expiry of term without any notice unless renewed or reemployment letter issued.

If the performance of the candidate is not satisfactory during any part of the tenure, the services of the candidate may be terminated with a notice period of 1 month. In case the candidate wishes to leave the contract, they may choose to do so with a notice period of 1 month.

GENERAL TERMS AND CONDITIONS:

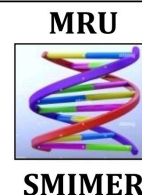
The appointment is subject to the following terms and conditions

1. The appointment is purely on temporary basis and can be terminated at any time by giving one month's notice. The Controlling Authority, however, reserves the right to terminate the services of the appointee forthwith or before the expiry of notice period by making payment to the appointee of the consolidated salary for a period of notice or the un-expired portion thereof. The appointee cannot, however, surrender stipend/consolidated salary in lieu of the period of notice or un-expired portion thereof and may be required to serve the full period of notice.
2. Applicable Govt. taxes are liable to be deducted from contractual candidate's monthly consolidated pay.
3. Candidate has to perform all duties and work given by his/her higher authorities without fail with full sincerity and dedication.

4. The appointee will have to work for a minimum period of one month. If he/she resigns before the stipulated period, he/she will have to refund the entire amount of salary/stipend received forthwith before being relieved. After one month's period, the appointee has to submit one month's prior notice for resignation/termination.
5. The appointee will not be treated as an employee of the SMIMER, Surat or DHR/ICMR, New Delhi. The appointee will not have any claim on a regular post in this Institute or in any Dept. of Govt. of India. The appointee shall give an undertaking to this effect before joining the post.
6. The appointee will be under the Administrative control of SMIMER, Surat and will be subject to all the rules and regulations of the Institute during tenure of the appointment. If there is any periodic amendment in guidelines from DHR regarding any component of scheme it will be applicable as per the guidelines issued by the Department of Health Research (DHR) of the Ministry of Health and Family Welfare, Government of India.
7. The appointee is not entitled for Medical aid, Bonus or any other such facilities extended to the regular staff of the Institute.
8. He/ She shall be entitled for eleven (11) casual leaves and 1 sectional off for a period of eleven months. He / She shall be entitled for all public holidays which other staff of SMIMER are entitled for; other than that no leave shall be granted to him/her. He / She shall have to obtain written permission in advance from the Dean, SMIMER before proceeding for such leave.
9. In regard to any disputes regarding service terms and conditions Dean, SMIMER, Surat decision will be final authority. All dispute matters will be under Surat city jurisdictions.



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Application Form for Post of Laboratory Assistant Cum Data Entry Operator
(Nature of appointment: Contract basis on monthly consolidated remuneration)

(With reference to notice published on date:_____)

Applicants Detail
(Complete In Block Letters)

Affix Passport
Size Photograph
(Self Attested)

1. Name of Candidate:

(Surname) (First Name) (Middle Name)

**2. Father's Name /
Husband's Name:**

(Surname) (First Name) (Middle Name)

3. Date of Birth:

DD/MM/YYYY

4. Sex:

Male

☐

Female

☐

**4. Current Postal/
Correspondence
Address**

City:_____ Pin-code:_____ State:_____

5. Telephone Numbers (with area code)

Phone: _____

Mobile: _____

6. E-mail Address: _____

7. Academic Qualifications:

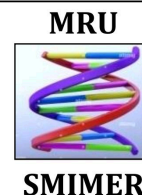
Degree	Subject	University/ Board	Year of Passing	% of Marks (Final Year)	Attempt	Outstanding achievement, if any

8 a. Present Work Experience:

Present Designation	Name of the Present Organisation/Employer	Duration		Experience (In Years & Months)
		From	To	



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Application Formcontd...

8b. Past Work Experience:

Designation	Name of the Institute	Duration		Experience (In Years & Months)
		From	To	

(Attach separate sheet if required)

9. If selected willingness to join within [] days

10. Present monthly salary:

Place: _____

Date: _____

(Signature of the Applicant)

CHECK-LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick (√) in the appropriate box)

S.No	Name of the Document	Submission Status	
1.	Proof for date of birth	Yes	No
2.	Graduation degree certificate	Yes	No
3.	PG diploma/degree certificate(if any)	Yes	No
4.	Compute Diploma /certificate	Yes	No
5.	Registration certificate for graduation, post-graduation degree/diploma(if applicable)	Yes	No
6.	Final year mark sheet of qualifying examination	Yes	No
7.	Attempt certificates for graduation	Yes	No
8.	Experience certificate(s)(if applicable)	Yes	No
9.	Last drawn salary slip(if applicable)	Yes	No
10.	NOC from the present employer(if applicable)	Yes	No

(Only self attested copies of the documents is to be submitted)