

OFFICE OF THE PRINCIPAL
OSMANIA MEDICAL COLLEGE: HYDERABAD: TELANGANA: 500095

NOTIFICATION FOR CONTRACTUAL RECRUITMENT

Applications are invited from eligible candidates for the following posts on **contract basis** under the DHR-ICMR funded **Viral Research and Diagnostic Laboratory (VRDL)** Scheme under PM-ABHIM at Department of Microbiology, Osmania Medical College, Koti, Hyderabad. The engagement is purely **temporary** and co-terminus with the Scheme.

1. Scientist-B (Medical) – 01 Post

- **Essential Qualification:**

MBBS degree recognized by MCI

OR

BDS/B.V.Sc degree recognized by DCI/VCI respectively with one year experience

- **Desirable:**

- i. MD in the related subject from a recognized university for candidates with first class relevant degree.
- ii. Additional Research/training experience in relevant subjects in relevant subjects in recognized institute(s).
- iii. Knowledge of Computer Applications or Business Intelligence tools / Data Management
- iv. Two years R&D / Teaching experience in relevant subject after obtaining essential qualification.
- v. Should demonstrate a strong inclination for research, academic growth, and collaborative science.
- vi. Must have the ability to independently drive projects, write scientific papers, prepare grant proposals, and track project reporting to funding agencies like DHR and ICMR.
- vii. Ability to coordinate with collaborating departments, Principal Investigators, Heads of Department, Nodal Officers, and the Principal for effective project execution.
- viii. Must be well-versed with current advancements in diagnostic technologies, molecular diagnostics, public health research, and ICMR/DHR reporting formats.
- ix. Preference will be given to candidates who show long-term interest in institutional and diagnostic research work, rather than short-term contractual intent.

- **Note:**

- MD or M. V. Sc degree in relevant subjects shall be treated equivalent to three years' experience respectively.
- Candidates with MD / MDS / M. V. Sc degree will be preferred for engagement.

- **Remuneration:** ₹56,000/- + 30% HRA as per ICMR. (5% increment on completion of 2 years of service).
- Initial appointment will be given one year and renewable on completion of one year upon the service satisfactory.
- **Age:** Not Exceeding 35 years

2. Data Entry Operator – 01 Post

- **Essential Qualification:**
Graduate from a recognized board with Knowledge of Data Entry Work
- **Desirable:**
 - i. Bachelor's degree in any discipline.
 - ii. Familiarity with MS Office tools, especially Excel, Word, and PowerPoint
 - iii. Record keeping and prior experience in health research settings.
 - iv. Proficiency in email correspondence, official communication, and letter drafting
 - v. Ability to handle data entry, data analysis, and basic project-related calculations
 - vi. Organized, responsive, and able to multitask under tight deadlines
 - vii. Capable of managing documentation, filing, and project-related paperwork
 - viii. Willingness to support lab team in administrative coordination and logistics
- **Note:** Candidates with previous experience in medical research/DHR/ICMR/DST/DBT/CSIR projects and fluency in written English will be given preference.
- **Remuneration:** ₹20,000/- per month (Consolidated). (5% increment on completion of 2 years of service).
- Initial appointment will be given one year and renewable on completion of one year upon the service satisfactory.
- **Age:** Not exceeding 30 years.

Recruitment Schedule:

S. No.	Activity	Date
1	Date of receipt of Applications	25-08-2025, 11:00 AM onwards
2	Last date for receipt of Applications	30-08-2025 up to 5:00 PM (on working days)
3	Scrutiny of Applications	01-09-2025 to 05-09-2025
4	Publication of Provisional List	06-09-2025
5	Interview and Certificate Verification	09-09-2025 (11:00 AM to 5:00 PM), Office of the Principal, Osmania Medical College, Koti, Hyderabad, Telangana.
6	Display of Selected Candidates List	10-09-2025

Selection Procedure:

The walk-in interview will be conducted for the post of Scientist-B (Medical). For the post of Data Entry Operator (DEO), a technical test will be conducted on language, typing, letter drafting etc. Candidates must be present at the venue in time along with their bio data and all original documents along with one set of photocopies in proof of their educational qualification, experience, age and identity etc. Late and incomplete applications will not be considered. No calculators, log tables, electronic devices etc. are allowed for the examination. Principal, Osmania Medical College reserves the right to change the venue and other process of recruitment as per circumstances.

Instructions to Candidates:

1. Application forms can be downloaded from the official website <https://www.omc.ac.in>.
2. Filled in applications along with required enclosures should be submitted in person or via post to the Office of the Principal, Osmania Medical College, Koti, Hyderabad - 500095 from 25-08-2025, 11:00 AM to 30-08-2025, 5:00 PM (on working days only).
3. Applicants must clearly write the Notification Number and the Post Applied For (e.g., "Scientist-B (Medical)" / "Data Entry Operator") on the envelope/cover of the application.
4. Applicants should bring all original documents along with self-attested copies at the time of certificate verification.
5. Incomplete applications or applications received after the deadline will be summarily rejected.
6. The recruitment is purely temporary and does not guarantee any permanent/regular employment.

V.C. 18/8/2025
Principal Investigator

Viral Research and Diagnostic Laboratory
Department of Microbiology, Osmania Medical College
Koti, Hyderabad

PRINCIPAL INVESTIGATOR
VRDL (ICMR/DHR)
Dept. of Microbiology
Osmania Medical College
Hyderabad-500 095.

[Signature]
Head

Department of Microbiology
Osmania Medical College
Koti, Hyderabad

PROFESSOR & HEAD
Department of Microbiology
Osmania Medical College
Hyderabad - 500035, T.S.

[Signature] 19/8/25
Principal

Osmania Medical College
Koti, Hyderabad

PRINCIPAL
OSMANIA MEDICAL COLLEGE
KOTI, HYDERABAD, T.S.

OSMANIA MEDICAL COLLEGE: HYDERABAD.
Application form for the Post of Contractual Staff of VRDL
(Viral Research & Diagnostic Laboratory)

Note: All answers must be given in words and not by dashes and dots.
No columns should be left blank.

**Affix recent
Passport size
Photograph
duly signed**

Name of the post applied for

“.....”

1. Name in of the candidate (IN CAPITAL LETTERS): Mr/Miss/Mrs/Dr.....

2. Address:

a. Present:.....

.....

.....

b. Permanent:.....

.....

.....

c. Contact: i. Telephone No..... ii. Mobile No.....

d. E.Mail address:.....

3. Date of Birth as per SSC (Marks Card): (In words).....

(Copy to be enclosed)

4. Sex

a. Marital Status: Married/Single:.....

b. Nationality:.....

5. Particulars of all examinations passed and degree and technical qualifications obtained (commencing with the Matriculation or equivalent examinations). Attach attested copies of all certificates.

Examination/Degree obtained	Board/ University	Subject taken	Year of Passing	Class/Division
*				

*Any additional qualification may be mentioned here or on separate sheet.

6. What language (including Indian languages) can you read or speak. State any examination passed in each.

Read only	Speak only	Read and speak	Examination passed

7. Details of postgraduate work/publications. (Give the list on separate sheets):

List of publications has to be classified as,

- Publication as First Author and/or Corresponding Author in indexed journals
- Publication as Co-author in indexed journals
- Papers in Books, Proceedings & non indexed journals
- Total Research Experience with details in each area:

Details of published papers should have statement about indexed, impact factor of journal & citation of paper.

8. Major academic /other achievements:

9. If registered for Ph. D degree, give details:

- i. University :
- ii. Subject of thesis :
- iii. Date of registration :
- iv. Date and year of passing written examination, if any:
- v. When degree is likely to be awarded :

10. Awards and Prizes received: (Name of Awards/Fellowship, year, awarded by)

11. National/International Conferences/Seminars *etc.* attended: (List with title of papers presented, if any)

12. Membership of National and International Bodies:

National:

International:

13. Give particulars of previous employments in chronological order:

Name of employer and address	Date of joining	Date of leaving	Nature of work performed or being perform	Salary (excluding allowances) last drawn & scale of pay

14. Copies of testimonials.

- 1) .
- 2) .
- 3) .
- 4) .
- 5) .

15. Candidate may mention any other information relevant to the application in Annexure, if any as a separate sheet.

16. References:

(These should be of persons resident of India and holders of responsible position. They should be intimately acquainted with the applicant's character and work, but must not be relatives. Where the candidate has been in employment, he should give his present or most recent employer or immediate superior as a reference or produce testimonials from him in regard to the candidate's fitness for the post for which he is an applicant).

1. Name :
Occupation or Position :
Address:
2. Name :
Occupation or Position :
Address:
3. Name :
Occupation or Position :
Address:

DECLARATION

- i. I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.
- ii. I have informed my Head of Office/Department in writing that I am applying for this post and shall produce "No objection" certificate at the time of the interview.

Signature of Candidate

Place:

Date:

**DETAILS TO BE SUPPLIED BY THE CANDIDATES ALONG WITH THE APPLICATION FORM
ADDITIONAL/GENERAL CONDITIONS**

1. Application received after the closing date for whatever reason is liable to be rejected.
2. If the fact that false information has been furnished or that there has been suppression of any material information in the application form comes to notice at any time during the service of a person, his service would be liable to be terminated.
3. Application not signed by the candidate is liable to be rejected.
4. The candidates who are employed should submit a No Objection certificate from their employer at the time of interview.
5. No TA/DA is admissible for attending the interview.
6. Separate application form should be submitted for each post.
7. Application from employees working in Centre/State Government Department/Public Sector Undertakings & Govt, funded research agencies must be forwarded through proper channel along with the certificate of the employer that the applicant will be relieved within three months of his/her receipt of appointment orders. Advance copies of application will be considered subject to the conditions that a **‘No Objection Certificate’ from the employer** is produced at the time of interview.
8. The applicants will be short-listed and all the eligible candidates will be called for the interview, the decision of the Recruitment committee of Viral Research & Diagnostic Laboratory will be final in this regard.
9. This Post is purely on contract basis, this attachment shall not be a for regularization of services or for any other similar purpose and shall not be challengeable in any court of law.

Documents to be enclosed

1. SSC Marks card (for proof of Date of Birth)
2. Relevant marks cards of degree, P.G. degree Experience / Research experience certificate etc.
3. Higher qualification than prescribed if any. (certificate to be enclosed)
4. Copies of research publications.
5. Two recent pass port sized photographs.
6. Certificate for proof of advanced computer knowledge

For Office Use Only

Checked by:
Signature
Name
Department

Verified by:
Signature
Name
Department

***Principal Investigator
VRDL, Microbiology
OMC, Koti, Hyd***

***Head
Microbiology
OMC, Koti, Hyd***

***Principal
OMC, Koti,
Hyd***