



**OFFICE OF THE DEAN AND C.E.O**  
**MAHATMA GANDHI MEMORIAL MEDICAL COLLEGE, INDORE**  
(GOVERNMENT AUTONOMOUS BODY)  
ADDRESS :- A.B. ROAD, INDORE M.P. Pin Code- 452001  
OFFICE PHONE NO.: -0731-2527383, E-MAIL:- [dean.ind@mp.gov.in](mailto:dean.ind@mp.gov.in)

S.No: 19440 /MGM/2026

Indore, Date: 14.10.26

**ADVERTISEMENT FOR POST OF DATA MANAGER ON CONTRACTUAL BASIS  
AT ADDICTION TREATMENT FACILITY (ATF) MGMMC, INDORE**

The following Demand position at Addiction Treatment Facility (ATF), **MAHATMA GANDHI MEMORIAL MEDICAL COLLEGE, INDORE** under the National Action Plan for Drug Demand Reduction (NAPDDR) with support from Ministry of Social Justice and empowerment (MoSJE), Government of India and nationally co-ordinated by NDDTC, AIIMS Delhi are to be filled on purely contractual basis.

Screening test & Interview/Interview will be conducted, and the selected candidate will be engaged on a purely temporary basis in the present and future vacancies of the project as per requirement.

**DURATION:** Up to 06 Months (Extendable as per performance and availability of project funds.)

| Post name           | No. of post | Age limit | Emoluments (Norms for Salary) in Rs.                       |
|---------------------|-------------|-----------|------------------------------------------------------------|
| <b>Data Manager</b> | 01          | 40 Years  | 15,000/- per month (Fixed) (as per NHM norms & ATF scheme) |

**N.B. Reference date for calculation of Age for eligibility: 01-01-2026**

Last date of Application form submission is.. Date. 29/10/2026... Time 05:00 PM

**Eligibility Criteria**

Graduate with knowledge of data entry work

**Preferable**

Graduation (preferably with qualification/ experience in computer application)

**Terms and Conditions**

The above post is filled-up on purely on temporary basis, co-terminus with the project & the candidate will have no right to claim for permanent Employment under Mahatma Gandhi Memorial Medical College, Indore or continuation of his/her services in any other project.

1. The above-mentioned vacancy is for a fixed tenure of up to 6 months.
2. Expiry of Contract: The contract will automatically expire after six month from date of selection and shall be extended up to 31 March of that year (based on performance and availability of project funds)
3. However, appointments can be terminated at any time even before the end of the contract period due to any reason. In case of such premature termination, one month's notice or one month's salary in lieu of the same will be provided. Candidate can leave the job prematurely giving one month's notice or one month's salary in lieu of the same.

4. 4. Leave: The Data Manager will be entitled for one day paid leave for every completed month of service & 1 weekly off will be given.
5. The absence from work for a period of fifteen days without proper permission of the competent authority will amount to voluntary abandonment of engagement and automatic termination.
6. Accommodation: No hostel or any other accommodation will be provided by the Institute
7. No TA/DA will be paid for attending the interview/exam or for joining the post.
8. Pension/GPF/PF/Leave benefits (earned leaves) will not be applicable.
9. Performance of the candidate will be assessed on a regular basis.
10. In order to accept the general terms and conditions relating to the position, the candidate must sign an affidavit at the time of joining.
11. The candidate appointed shall work as per the duty assigned by the ATF
12. Submission of wrong or false information during the process of selection shall disqualify the candidate at any stage & may lead to criminal prosecution.
13. Staff may have to go on field visits, IEC activities, camps, various training sessions related to deaddiction & mental health, outreach activities and travel outstation for any need under the project.
14. Dean, Mahatma Gandhi Memorial Medical College, Indore, reserves all the rights to change or cancel the interview and selection process without assigning any reason.
15. Candidate must download their application form from the institute Website <https://www.mgmmcindore.in>
16. No individual intimation will be sent by the Institute to the applicant. Further information will be provided only on institute Website.
17. Appointment is full time and private practice of any type is prohibited.
18. Applicants already working elsewhere shall have to produce Relieving Certificate from their present employer before joining Institute.
19. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
20. The decision of Selection Committee of College regarding selection of candidate will be final and no representation in any manner will be entertained in this regard.
21. The candidates will not be considered for recruitment if involved/convicted/arrested in any criminal case under IPC, BNS or any other Act of the Central Government or State Government.

Date of Birth as recorded in the Matriculation/Secondary Examination mark sheet or Certificate only will be considered.

**Application:**

1. Candidates must submit the Application form along with self attested photocopy of all documents directly in office or through speed post/registered post in the name of Dean, Mahatma Gandhi Memorial Medical College, Indore -452001 M.P. with super-scribed as "Application form FOR POST OF DATA MANAGER ON CONTRACTUAL BASIS AT ATF MAHATMA GANDHI MEMORIAL MEDICAL COLLEGE, INDORE before last date of submission of form.

2. Application fee as described below should be submitted through UPI/NET/BANKING/CHALAN/NEFT/demand draft in favor of **M.G.M. MEDICAL COLLEGE, (AUTONOMOUS SOCIETY) INDORE**

|                       |                     |
|-----------------------|---------------------|
| <b>Account number</b> | 53003590071         |
| <b>IFSC CODE</b>      | SBIN0030359         |
| <b>BANK</b>           | STATE BANK OF INDIA |
| <b>BRANCH</b>         | MYH CAMPUS, INDORE  |
| <b>ACCOUNT TYPE</b>   | CURRENT             |

Application form fee: 250/- (Two Hundred Fifty only)

3. Application received after the closing date, for whatever reason, is liable to be rejected.
4. Incomplete or Application without supportive documents is liable to be rejected.
5. A candidate will not be eligible if he/she has been removed from government service or dismissed by the previous institute as a result of disciplinary action.
6. A candidate will not be eligible if a candidate has been convicted of an offense involving moral turpitude by a court, or if a case involving moral turpitude is pending against him/her.
7. Certificates issued after the date of advertisement release won't be accepted, even if the experience was gained before the cut-off. The work experience will be calculated only up to the day before the date of the advertisement.

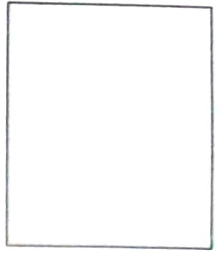
Selection Procedure: The Selection would be made based on interview OR written test/interview.



**(DR. ARVIND GHANGHORIA)**  
**DEAN & C.E.O.**  
**MAHATMA GANDHI MEMORIAL**  
**MEDICAL COLLEGE, INDORE**

**Application Form for the Post of Data Manager on a Contractual Basis for the  
ATF at Mahatma Gandhi Memorial Medical College, Indore M.P.**

Name of the Post Applied for:.....



**SELF ATTESTED PASSPORT SIZE PHOTO OF CANDIDATE**

1. Full Name of Applicant in block letters:.....
2. Male/Female.....
3. Father's/Husband's Name in block letters and contact no.....
4. Present complete Postal Address:.....
5. Permanent complete Postal Address:-.....
6. E-Mail ID:.....
7. Contact Number (Mobile) Self.....  
Additional.....
8. Date of Birth (DD/MM/YYYY).....
9. Age (as on 01-01-2026).....Years.....Months.....Days
10. UID (Aadhar) Number.....

11.Educational Qualification:-.....

| S.No | Name of Examination | Speciality Subject/Discipline | Institute/College University | Year of Passing Final Examination | Marks obtained out of | Percentage |
|------|---------------------|-------------------------------|------------------------------|-----------------------------------|-----------------------|------------|
|      |                     |                               |                              |                                   |                       |            |
|      |                     |                               |                              |                                   |                       |            |
|      |                     |                               |                              |                                   |                       |            |
|      |                     |                               |                              |                                   |                       |            |

12. Work Experience if any:-

| S.No | Institute Name | Experience |
|------|----------------|------------|
|      |                |            |
|      |                |            |
|      |                |            |
|      |                |            |

13.Application form fee details/Transaction number.....

I solemnly affirm that the information furnished above is true and correct in all respects on the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein if found to be incorrect or false, and then I shall be liable for action as per rules in force.

Date:

Place:

Candidate Name & Signature

Enclosures:-

| S.No. | Certificate                       | Yes/no |
|-------|-----------------------------------|--------|
| 1     | DOB proof (High School Marksheet) | Yes/no |
| 2     | 12 <sup>th</sup> Marksheet        | Yes/no |
| 3     | Address proof                     | Yes/no |
| 4     | Application fee proof             | Yes/no |
| 5     | Graduation mark sheets            | Yes/no |
| 6     | Graduation degree                 | Yes/no |
| 7     | Experience Certificates           | Yes/no |
| 8     | Aadhar ID                         | Yes/no |
| 9     | Any other                         | Yes/no |