

## **VACANCY NOTICE**

**Publish Date: 19<sup>th</sup> August, 2026**

Project Name: Swasthya Connect – Digital Health Systems Strengthening Programme

Position Code: IIPHG/REC/2026-27/95

Position Title: Consultant – Data Entry Operator

Remuneration: Rs. 16,000/- per month

No. of Posts: 08 (Eight)

Duration of Position: 06 Months (September 2026 to February 2027) with the possibility of extension subject to project continuation and satisfactory performance.

Location: Hardoi District, Uttar Pradesh - (Assigned CHC)

1. CHC Sandila (FRU)
2. CHC Pihani (FRU)
3. CHC Bharawan
4. CHC Bawan

### **Brief on the Organization:**

Indian Institute of Public Health Gandhinagar (IIPHG) is a University established under IIPHG Act, 2015 of Gujarat State. It offers courses in the field of Public Health. It also undertakes various research projects in the field of Public Health. The university is established by Public Health Foundation of India (PHFI) with support from the Government of Gujarat, Department of Health & Family Welfare.

### **Project Brief**

Swasthya Connect – Digital Health Systems Strengthening Programme is an initiative of the Samuday Project by HCL Foundation which supported by IIPHG (Indian Institute of Public Health Gandhinagar) to strengthen digital health systems and hospital operations across four Community Health Centres in Hardoi, Uttar Pradesh.

Under the programme, IIPHG will provide technical assistance, programme management, facility mentoring, capacity building, digital health implementation support, and monitoring to improve digital adoption, patient flow, quality of care, workforce competency and data-driven decision-making across the participating facilities.

### **Deliverables:**

#### **A. Real-Time Digital Data Entry**

- Undertake timely and accurate data entry across designated service areas, including:
  - Registration
  - OPD

- IPD
- Laboratory
- Pharmacy
- Labour Room
- Other departments identified under the project
- Support achievement of at least **80% digital recording coverage** in targeted service areas.
- Ensure that records are entered at or close to the point of service wherever operationally feasible.

#### **B. ABDM and Digital Registration Support**

- Facilitate ABHA creation for eligible patients.
- Support Scan & Share and associated ABDM registration workflows.
- Assist patients and facility personnel in completing digital consent and registration processes.
- Support resolution of basic user-level issues related to digital registration systems.

#### **C. Queue and Registration Support**

- Support digital token generation and patient queue-management processes.
- Assist registration-counter personnel during periods of high patient load.
- Help reduce avoidable delays arising from incomplete or incorrect registration information.

#### **D. Digital Mitra Support**

- Function as a **Digital Mitra** for patients requiring assistance with digital registration or hospital navigation.
- Guide patients in the use of digital services introduced under the project.
- Support collection of digital patient feedback, including feedback from IPD patients where applicable.

#### **E. Data Quality Assurance**

- Review entered records for completeness and accuracy.
- Avoid duplicate patient records and incomplete mandatory fields.
- Correct identified data-entry errors in coordination with the Facility Mentor and relevant facility staff.
- Support routine reconciliation of digital and facility records where required.

#### **F. Monitoring and Reporting Support**

- Generate daily data extracts and routine Excel reports required for programme monitoring.
- Support preparation and updating of facility dashboards.
- Share daily and weekly data summaries with the Facility Mentor.

- Maintain relevant registers, digital logs, and documentation required for project reporting.

**Qualification:**

- Minimum 10+2 qualification; graduate candidates may be preferred.
- Recognized Diploma or Certificate in Computer Applications.

**Experience:** Minimum one year of relevant data-entry experience, preferably in hospitals, public health facilities, government programmes, registration counters, or e-Governance projects.

**Required Competencies:**

- Good typing speed with high accuracy.
- Proficiency in MS Excel and Word.
- Ability to manage patient registration and routine health-service data.
- Familiarity with eHMIS/e-Sushrut, ABHA, ABDM portals, or similar digital health systems is desirable.
- Good interpersonal skills for interacting with patients and facility staff.
- Availability of a personal laptop is desirable.

**General Instructions:**

- Selected personnel are expected to work primarily from their assigned project locations and travel within Hardoi District where required.
- All personnel shall comply with applicable government health-facility protocols, confidentiality requirements, data-protection standards, and project operating procedures.
- Performance will be reviewed periodically against assigned responsibilities, deliverables, attendance, quality of work, and achievement of project targets.
- Contract continuation or extension will be subject to satisfactory performance, availability of project funding, and continuation of the programme.
- Personnel may be assigned additional project-related responsibilities that are reasonably aligned with their role and qualifications.

**Last Date of Receipt of Applications: 23<sup>rd</sup> August, 2026.**

**Remarks:**

- Interested and eligible candidates are requested to apply online at <https://iiphg.edu.in/work-with-us/>.
- Please Select the Name of the Post “**Consultant – Data Entry Operator**” OR Position Code (**IIPHG-REC-2026-27-95**) in the subject.

- Only shortlisted candidates will be contacted for the interview.
- Mere eligibility will not entitle any candidate being called for interview.
- Candidates applying for more than one post are required to submit separate application for each post.
- Call letters to the shortlisted applicants shall be sent by email. No postal communication shall be made.
- Incomplete applications, shall be summarily rejected and no communication in this regard shall be entertained.
- No TA / DA will be paid to attend the selection process, if called for.
- Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.
- IIPHG reserves the right to fill or not to fill any or all available positions.
- The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.
- No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.
- Women are encouraged to apply.