



Vacancy Notification for temporary/ contractual posts under ICMR-funded project

Eligible candidates are invited to attend **WALK-IN TEST** and **Skill-test** on dates mentioned below for the following posts on purely **contractual basis** in the extramural research project funded by Indian Council of Medical Research (ICMR) titled “*Self-management interventions to improve hypertension control: A mixed method implementation study*” under Dr. Sanjeev Kumar, Principal Investigator and Associate Professor in the department of Community & Family Medicine at AIIMS Bhopal.

A. Recruitment for the post of Data Entry Operator

1. Number of posts: 1 (UR)
2. Consolidated Pay: **Rs 17,000/-** (including HRA)
3. Age: 25 years or less
4. Duration of contract: 12 months (likely to be extendable to 24 months subject to continuation of funding by ICMR and performance of the employee)
5. Qualifications (Essential): Intermediate or 12th pass from recognized board. A speed test of not less than 15000 key depressions per hour through speed test or computer.
6. Qualifications (Desirable): knowledge of Microsoft Word/ Excel/PowerPoint/ Outlook Express/ Access, working knowledge and skills in Tally software, previous experience of developing computer-assisted data collection tools on Google form/ ODK etc.
7. Job Description: To help in development of online study tool/ questionnaire, online data collection, quality control, data entry, data cleaning, exporting of data; record-maintenance of project work, typing and dispatch of periodic reports and other tasks assigned by PI.
8. The employee would need to have a valid drive license for two-wheeler with gear and own/ arrange for a two-wheeler for travel related to the project.
9. Mode of selection: Walk-in written test and Interview (of only screened individuals) by competent selection panel
10. Date of Written Test & interview: **04.03.2022 (Thursday), 10.00 am to 2.00 pm**
11. Time of Reporting: All the candidates should report **by 10:00 am** on date of examination.



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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
साकेत नगर, भोपाल (मध्य प्रदेश) – ४६२०२४
Saket Nagar, Bhopal (Madhya Pradesh) – 462024

12. Reporting Venue: Room No 17, Department of CFM, Second Floor, Medical College Building, AIIMS Bhopal.
13. The interview would be conducted in the subject areas of Research Methods, NCD epidemiology, Psychometry & Social Science Research etc.
14. The candidates shall report with
 - a. Duly filled application form
 - b. Self-attested photocopies of proof of date of birth (birth certificate/ class 10th certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials.
 - c. Original certificates for verification
15. The date of examination would be used as the cut-off for calculation of age to consider eligibility.
16. **Age Concession:** Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.
17. No TA/DA will be paid for attending the interview.
18. The advertisement is hosted at the websites of AIIMS Bhopal (www.aiimsbhopal.edu.in)
19. **Application Fees: Nil**

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Advertisement No: AIIMS Bhopal/CFM/Projects/SK/ HTN Selfcare/03

Dated 15/02/2022

TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action. **Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she doesn't fulfil essential eligibility criteria.**
2. These appointments will be made from the staff strength sanctioned to the extra-mural project and employment in this extra-mural project will not vest any right to candidate for appointment within the sanctioned staff strength of AIIMS Bhopal or ICMR.
3. **Tenure:** The assignments are purely on contract basis for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Bhopal or ICMR or for continued contractual appointment.
4. **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
5. **Leave:** The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing ad-hoc/ extramural / short term research projects as amended from time to time.
6. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
7. The candidate who is already in government service shall submit '**No Objection Certificate**' from the present employer at the time of walk-in-written test or interview.
8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
9. The candidate should bring along **original certificates** in support of his/her age, educational/ professional qualification, experience etc., two recent passport size colour photographs. One set of self-attested photocopies of the relevant documents would need to be submitted with the application form. Failing these, he/she will not be allowed to participate in the walk-in-written test or interview.
10. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
11. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.
12. Canvassing of any kind will lead to disqualification.



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13. Private practice of any type is prohibited.
14. S/he can be posted at any place as per the requirement of the project including rural areas / field sites.
15. S/he is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
16. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
17. The candidate should not have been convicted by any Court of Law.
18. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
19. Applications incomplete in any aspect will be summarily rejected.
20. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
21. All information / updates pertaining to this advertisement including date of written examination, result, joining etc will be displayed on the AIIMS Bhopal (www.aiimsbhopal.edu.in) website and notice board of department of CFM of the institute.
22. No individual intimation may be sent by the AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
23. All disputes will be subject to jurisdictions of Court of Law at Bhopal.

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