



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय
(A Statutory Body under aegis of Ministry of H & F.W., Govt. of)
सिजुआ, डाकडूमुदुमा :-, भुवनेश्वर - 751019
Sijua, Post: Dumuduma, Bhubaneswar-751019

AIIMS/BBSR/2022/O&G/02

Dated : 07.11.2023

Advt. No. AIIMS/BBSR/2022/O&G/02

Applications are invited in the prescribed format attached herewith for the following posts sanctioned under ICMR Task Force project entitled ‘Effectiveness of an individualized lifestyle intervention in PCOS women who wish to conceive: A multicentered randomized controlled trial’, under Dr. Saubhagya Kumar Jena, Professor & Head, Dept. of Obstetrics & Gynecology, AIIMS Bhubaneswar, on purely temporary contractual basis. The tentative date for walk-in-interview is **28.11.2023**. However, applications in the standard format should reach at **obgyn@aiimsbhubaneswar.edu.in** up to **05.00 PM on or before 22.11.2023**. The essential qualifications, experience, consolidated salary and service tenure are as under

Sl. No.	Name of Post	No. of Post	Qualification and Experience	Emoluments	Age (yrs.)
01	Data entry operator (Grade A)	1	Intermediate or 12th pass from recognized board. A speed test of not less than 15000 key depressions per hour through speed test on computer <ul style="list-style-type: none">• 2 yrs. experience in electronic data processing• Computer literacy and proficiency in Microsoft Office applications• Previous work experience in health research projects.	Rs 17,000/- (Allowances as approved by Funding Agency)	25

PROCEDURE FOR RECRUITMENT

1. Candidates meeting the age criteria and possessing the required qualification, experience, etc. and willing to work for the above-mentioned projects may apply and fill the Application Form in the prescribed format only and send it to the email on or before the last date and time of receipt of applications as mentioned above. There is no need to send hard-copy of any application form/documents at this stage.
2. Candidate should type “Application for the post of” in the subject line while sending their application through e-mail.
3. The list of shortlisted candidates will be displayed on the website of AIIMS BBSR on 24.11.2023 by 5.00 pm and these candidates will be called for interview/personal discussion as through Walk-In-Interview.
4. Late and incomplete applications or applications not submitted in the prescribed format will not be considered.
5. The above position will be filled purely on temporary CONTRACT appointment basis.
6. The rates of emoluments/stipend shown in this advertisement are as per the guidelines and as per the sanction.
7. Age relaxation is admissible in respect of SC/STOBC/PWD candidates as per government rules.
8. Cut-off date for age limit will be the date of Walk-In-Interview/Video Conferencing i.e. date of interview.
9. Separate application should be submitted for each post. Engagement of applicant for a particular position will be decided by selection committee/appointing authority.
10. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
11. Mere fulfilling the essential/educational qualification does not guarantee the selection.
12. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
14. Contract appointee shall not have any claim on a regular post in this institute or Funding Agency or in any Department of Government of India and their contract service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are not admissible. An undertaking to that effect must be submitted at the time of joining.
15. Initial contract appointment shall be for a period of 12 months; further continuation/extension of the service will depend on requirement of the Project, performance evaluation and approval of the competent authority in case to case basis.

16. In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e. Aadhaar/PAN /Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents (7) SC/ST/OBC/Disability Certificate, if applicable, for verification at the time of joining the post.
17. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
18. The engagement can be terminated at any time by giving one month notice on either side. Contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.
19. Leave shall be applicable as per Funding Agency/Institutional policy for contract staff of AIIMS, BBSR guidelines in this regard.
20. AIIMS, BBSR reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
21. The institute reserves rights to consider or reject any application/candidature. The decision of the Director, AIIMS, BBSR will be final and binding.
22. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only.
23. Canvassing in any form will be a disqualification.

APPLICATION FORM

1. Name of the Applicant : _____

2. Sex : Male/Female

3. Category : PWD/SC/ ST/OBC/GEN

4. Marital Status : Married/Unmarried

5. Father's /Spouse Name : _____

6. Date of Birth : _____

7. Age as on DD/MM/YYYY:

Days	Months	Years

8. Address for Communication : _____
: _____

: _____ PIN _____.

Mobile No.: _____

Email: _____

9. Permanent Address: _____

_____ PIN _____

_____ Telephone No. _____

Mobile No.: _____

10. Nationality : _____

11. Educational Qualification: (Enclose self-attested photocopies of degree/diploma certificates & mark sheets)

Examination	Subjects	Board/ Council/University	Month & Year of Passing
X th (HSC)			
XII th (HSSC)			
Diploma			
Degree			
Post-Graduation			
Others			

12. Current Activities:

13. Experience:

Name	Occupation Position	or Address with telephone No. & e-mail
1.		
2.		

15. Any other information you wish to add:

DECLARATION

I, _____ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.”

Place:
Date:

(Signature of the applicant)

Full Name: