

All India Institute of Medical Sciences Bhubaneswar
(A statutory body under the aegis of Ministry of Health and Family Welfare, Govt. of India)
Sijua, Dumduma, Bhubaneswar-751019

ADVERTISEMENT for WALK IN INTERVIEW

Title of Project: FISF Multicenter Mucormycosis In Covid (Mucovi-2) Study under Site Principal Investigator Dr Vinaykumar Hallur in the Department of Microbiology.

Name of Post: Data Entry Operator
No of post: 1
Essential Qualification Intermediate or 12th Pass and PGDCA. A speed test of not less than 15000key depressions per hour through speed test on computer
Experience (Desirable): 6 months of work experience in the health sector Experience with MS Office and data programs,
Monthly Consolidated Emoluments: Rs. 25,000
Tenure: 2 months
Job Description: Collection of data from Medical Records Division, Data entry, Maintain all the databases of the project: online and offline Maintaining all registers, documents, Financial documents related to project

How to apply

- The interested candidates must send the soft copy of relevant documents (duly filled application form (as per prescribed Proforma), Updated Curriculum Vitae (CV) and experiences certificates).
- Email ID: micro_vinaykumar@aiimsbhubaneswar.edu.in
-
- **Last date of application: 12th Oct 2021, 5 PM**
- Please DO NOT upload any other certificate or documents other than those mentioned above.
- Applications, as received, will be screened, and only those candidates who fulfil the eligibility criteria supported by documentary evidence will be called for an interview.
- The name of the provisionally eligible candidates to appear for interviews will be uploaded in the institute (AIIMS) website.
- No separate personal communication with any candidates will be done. Therefore, candidates are advised to watch our website regularly
- **Date of Interview: 18th October 2021**
- For interview: Candidate should bring duly filled application form (as per prescribed

Proforma), Updated Curriculum Vitae (CV) and all original certificates of educational qualifications, experiences certificates, Passport size photo (2 in no) and a set of photocopies at the time of interview.

- No candidates whose name(s) is not uploaded in our website will be allowed to appear in the interview.

Terms and Condition:

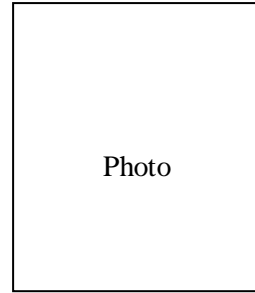
1. This is tenure vacancies under the funded project and is not employment for AIIMS Bhubaneswar payroll.
2. Employment will automatically terminate upon completion of the project and there is no liability for permanent employment on AIIMS Bhubaneswar or Principal investigator.
3. No TA/DA will be paid for attending the interview.

Venue: Board Room, 1st Floor, Academic Block, AIIMS Bhubaneswar

Reporting time for interview: 9 AM, **18th Oct 2021**

APPLICATION FORM

1. Name of the post Applied for:
2. Name of Candidate in Block Letter (Full Name):
3. Gender:
4. Date of Birth:
5. Father's Name:
6. Mother's Name:
7. Marital Status: Married/Unmarried
8. Present Address for correspondence:
9. Permanent Address:
10. Phone Number/Mobile Number:
11. Email Id:
12. Details of Qualification



Serial Number	Degree	% of Mark	Year of Passing	Board/University

13. Details of Experiences

Serial Number	Designation	Institute/ Name of the employer	Period	Reason for leaving

14. Have you ever been declared unfit by a medical board/court for appointment in any government service?Yes/No.....

If yes, details.....

15. If selected, within what period would you require for joining the post:

Declaration

I hereby declare that information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/false, my candidature/services are liable to be terminated.

Place:

Date:

Signature of Candidate

