



All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post- Dumduma, Bhubaneswar 751019

Recruitment of Contractual Staff in IRDL Mycology AIIMS Bhubaneswar

Eligible candidates are invited to attend **WALK- IN-INTERVIEW** for the following posts on purely temporary or contractual basis in the IRDL Mycology AIIMS Bhubaneswar under the Co-ordinating PI Prof. Baijayantimala Mishra (HOD, Dept. of Microbiology) & Principal Investigator Dr. Vinaykumar Hallur (Addl. Professor, Department of Microbiology), AIIMS Bhubaneswar.

Name of Project - Infectious Disease Research & Diagnostic Laboratory (IRDL)
Mycology Vertical

| | |
|--------------------------------------|---|
| Name of the Post | Data entry operator (DEO) |
| Number of Post | ONE |
| Essential Qualification | Intermediate or 12th pass in science stream from recognized board with DOEACC 'A' level from a recognized institute and 2 years' experience in EDP work in Government / Autonomous PSU / any other recognized organization. A speed test of not less than 15000 key depressions per hour through speed test on computer. |
| Desirable Qualification | Knowledge and working experience in Excel, Linux etc . |
| Upper Age limit | 28* Appropriate relaxation to SC, ST, OBC, Ex Servicemen, ICMR re-entrenched staff as per prevailing rules |
| Consolidated total Emoluments | Rs 29200/- |
| Job Description | <ul style="list-style-type: none"> ■ Able to accurately entering, managing, and maintaining project-related data in electronic databases. ■ Ensuring data quality, and assisting in report generation. ■ Should have strong typing skills and experience in handling research or clinical data. ■ Maintaining stock and inventory ■ Duty as assigned by PI |

Nature of Employment: Contractual

Duration of Employment: 6 Months to be renewed every 11 months and extendable up to maximum 3 years
Location: Department of Microbiology, AIIMS Bhubaneswar

Last date for receipt of application through Google forms is 10.02.2026

Link: <https://forms.gle/H7LbcqQcmpQig3y6>

How to apply?

- Candidates have to fill the application form in Annexure 1 below.

Interested candidates are required to send soft copy of duly filled application form as per prescribed

proforma with relevant documents (qualification & experience certificates) on google forms link provided here: <https://forms.gle/H7LbcqQcmppQig3y6> on or before 05:00PM on 10.02.2026

- The candidates need to submit the application as per the format. No change in serial no. order and the heading of column to be made. Annexures may be added as separate sheets, if required.
- The application in the said format is to be neatly written/ typed and signed. Applications that are not received in the format will not be accepted.
- One set of scanned copies (soft copies) of all relevant certificates, and experience certificates, if any, must be attached with the application form.
- Application Fees: Nil

Selection procedure

The applications received will be scrutinized by the selection committee. The list of shortlisted candidates will be displayed on institute's website by **12.02.2026**.

Recruitments will be made through Physical Interview, and a written test may be conducted if the shortlisted candidates are more than 30 per post. Selection is based purely on merit and interview basis.

The result of the recruitment will be displayed on AIIMS-Bhubaneswar website and the selected candidates will be notified through email.

Date and time of Interview/ written test will be communicated later on institute website.

Interview Venue: UG Practical hall (Microbiology) 2ndFloor, Academic Block Department of Microbiology, AIIMS, Bhubaneswar Pin: 751019

The candidates are advised to check the institute website <https://aiimsbhubaneswar.nic.in> from time to time for the list of eligible candidates or any change in the date, time and venue for the interview or written test. No separate communication will be sent to the candidates

For any queries contact or write to: mycologyaiimsbbsr@gmail.com. No Inquiries will be entertained on mobile phone.

TERMS & CONDITIONS

1. Applications as received will be screened and only those candidates who fulfil the eligibility criteria supported by documentary evidences will be shortlisted and called for an interview.
2. Applications incomplete in any aspect will be summarily rejected.
3. The name of the provisionally shortlisted candidates to appear for an interview will be uploaded in the institute (AIIMS Bhubaneswar) website along with the date of interview. No individual intimation will be sent by the AIIMS Bhubaneswar to applicants. It is the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
4. For interview candidate should bring hard copy of duly filled application form (As per the prescribed Performa), all original certificates of educational qualifications, experience certificates, passport size photo (2 in number) & a set of photocopies at the time of interview.
5. No candidate whose name is not uploaded in the website will be allowed to appear the interview.
6. **Tenure**-These are tenure vacancies under funded project and are not employment on AIIMS Bhubaneswar pay roll. Employment will be automatically terminated upon completion of the project and there is no liability for permanent employment on AIIMS, Bhubaneswar or Principal Investigator. Also, the candidates have no right to claim permanent employment based on this job.
7. **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.
8. **Leave**: The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing extramural research projects as amended from time to time.
9. **Accommodation**: No hostel or any other accommodation will be provided by the Institute/ Principal Investigator.
10. The candidate who is already in government service shall submit 'No Objection Certificate' from the present employer at the time of written test.
11. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
12. 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.
13. 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 does not fulfil essential eligibility criteria. He /She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
14. No TA/DA will be paid for attending this Walk-in-Interview.

Dr. Vinaykumar Hallur
 Additional Professor
 Department of Microbiology
 AIIMS Bhubaneswar Odisha-751019
(Principal Investigator)

Annexure 1
All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post- Dumduma, Bhubaneswar 751019

Application Form

1. Name of the Post Applied for : _____

Space for
affixing
passport size
photo

2. Name of the Project : _____

3. Name in Full (block letters) : _____

4. Fathers/Husbands Name : _____

5. Mothers Name : _____

6. Guardian Name and Phone No. : _____

7. Address for Correspondence : _____

with Phone Number & Email ID

8. Permanent Address : _____

9. Date of Birth : _____

10. Whether SC/ST/OBC/General : _____ Caste: _____

11. Marital Status : _____ Married/Unmarried

12. Educational Qualifications:

| Sl. No. | Exam Passed | Grade | Year of Passing | Board/University | Specialization |
|---------|-------------|-------|-----------------|------------------|----------------|
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13. Work Experience:

| SL. No. | Period | | Post Held and Scale of Pay | Name of the Employer | Reason for Leaving |
|------------|--------|----|-------------------------------|-------------------------|-----------------------|
| | From | To | | | |
| | | | | | |
| | | | | | |
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14. Employment exchange details (if available): No..... Exchange.....

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

16. Have you ever been declared unfit by a medical board/court.....Yes/No.....

for appointment in any government service? If yes, details.....

DECLARATION

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate