All India Institute of Medical Sciences, Bhubaneswar
(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)
Sijua, Post: Dumuduma, Bhubaneswar-751019

Advt. No. AIIMS/BBSR/CM & FM/9897 **Date: 16/11/2026**

WALK-IN-INTERVIEW

Fresh applications are invited in the prescribed format attached herewith for the following purely temporary basis for the post of "**Data Entry Operator (IT)**" sanctioned under EMF project entitled **"Integrated NCD Care model to sustain hypertension control among predominant tribal areas of Eastern India"** under Dr. Priyamadhaba Behera (Associate Professor, Department of Community Medicine and Family Medicine, AIIMS Bhubaneswar). **The tentative date for the walk-in interview is 27.11.2026. A key requirement for this project is the candidate's willingness to reside in Keonjhar (the study area) and to work in tribal areas.**

The essential qualifications, experience, consolidated salary, and service tenure are as follows:

Sl No	Name of Post	No of post	Essential qualification	Desirable Qualifications	Emoluments	Tenure	Maximum Age Limit
1	Data Entry Operator (IT)	01	Graduate from a recognized Institiute with knowledge of data entry work. One years work experience in a relevant subject	PSU with speed test of 8000 key depressions per hour (KPH) through speed test.	Rs.18,000 + 20% HRA - per month Consolidated = Rs. 21,600 per month for 1st year of appointment (2nd year of project) Rs.18,900 + 20% HRA - per month Consolidated = Rs. 22,680 per month for the completion of the project.	**Tenure:** Up to 31st December 2026 (Renewable based on satisfactory performance and extendable up to the completion of the Project). **Project Duration:** Three years.	28 years

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Note: The candidate must be willing to undertake other responsibilities as may be assigned from time to time by the PI or Co-PI. The candidate must be willing to reside at the study site (**Keonjhar District**) & travel extensively to the field area.

PROCEDURE FOR RECRUITMENT:

1. **Eligible candidates are invited to apply for a walk-in interview.**
2. **The Tentative Date for the Walk-In Interview: 27/11/2026 (Friday), Time: 11:30 AM.**
3. **Reporting Time: Candidates are advised to report by 11:00 AM for document verification and registration.**
4. **The interview will be conducted through offline mode only.**
5. **Venue: 3rd Floor, Department of Community Medicine and Family Medicine, Academic Building, AIIMS Bhubaneswar**
6. **Candidates meeting the age criteria and possessing the required qualifications, experience, etc., and willing to work for the above-mentioned projects may apply and fill the Application Form in the prescribed format and bring it on the Walk-in-Interview date with them.**
7. **On the date of the Walk-in Interview, candidate must produce all documents and certificates in original relating to (1) Educational qualifications (2) Proof of Date of Birth (3) Experience certificates (if applicable) (4) Two recent passport-size photograph (5) Valid 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.**

8. The above position will be filled purely on temporary **CONTRACT** appointment basis.

9. The rates of emoluments/stipend shown in this advertisement are as per the guidelines and as per the sanction.

10. Age relaxation is admissible in respect of SC/ST/OBC/PWD candidates as per government rules.

11. Cut-off date for age limit will be the date of Walk-In-Interview i.e. date of interview.

12. 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.

13. Mere fulfilling the essential/educational qualification does not guarantee the selection.

14. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.

15. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.

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16. 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.

17. Initial contract appointment will normally be for a period as specified 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.

18. 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.

19. 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.

20. Leave shall be applicable as per Funding Agency/Institutional policy for contract staff of AIIMS, BBSR guidelines in this regard.

21. AIIMS, BBSR reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.

22. The institute reserves rights to consider or reject any application/candidature. The decision of the Director, AIIMS, BBSR will be final and binding.

23. Canvassing in any form will be a disqualification

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24. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only.

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APPLICATION FORM

Advt. No. AIIMS/BBSR/

Date of Walk-In-Interview: DD/MM/YYYY

Application for the Post of:

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 **:**

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

Examination	**Subjects**	**Board/ Council/University**	**Month & Year of Passing**
Xth (HSC)			
XIIth (HSSC)			
Diploma			
Degree			
Post Graduation			
Others			

12. Current Activities:

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13. Experience:

Name of the Organization/Institution where worked	Post	Period		Scale of Pay & Gross Pay Drawn	Nature of Work
		From	To		

(Use separate sheet if space is inadequate)

14. Name and address of two referees well known with the applicant's work:

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

15. Any other information you wish to add:

_____

_____

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16. Mention your mother tongue:_____

17. Rate your fluency (in 1- 10, 1 is worst and 10 is best) in speaking, understanding, interpreting and reading the Odia language and other languages you know): 1._____

18. Mention the names of Odia dialects you are fluent in (for example, Baleswari Odia, Santali etc., also mention if not known):_____

19. Mention about your skills related to this job:

_____

_____

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:

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