

ADVERTISEMENT FOR << Project Fellow cum Data entry Operator >> ON CONTRACTUAL BASIS FOR

<<<: To analyse the hemostatic parameters of the platelets and Fresh Frozen plasma among the children during first two year of life and propose best practices recommendations for age group. >>>

AT AIIMS, RAIPUR, CHHATTISGARH

No. _____

Date: _____

(In case of scheduled interview/exam)

Applications are invited for filling up of following posts in <<Title: To analyse the hemostatic parameters of the platelets and Fresh Frozen plasma among the children during first two year of life and propose best practices recommendations for age group. >> At AIIMS, Raipur, Chhattisgarh. Purely on contractual basis:-

(In case of walk-in-interview)

Walk-in-interview will be conducted on << 08/04/2022>> for filling up of following post "Project Fellow cum Data entry operator" in the intramural project titled: To analyse the hemostatic parameters of the platelets and Fresh Frozen plasma among the children during 1st two year of life and propose best practices recommendations for age group >> at AIIMS Raipur, Chhattisgarh purely on contract basis :-

S. No.	Name of Post	No. of vacancies
1	i) Project Fellow cum Data entry Operator	01
	ii) --	--

2	<u>Period of contract :-</u>	The post will be initially for a period of 5 <i>months</i> project requirement.
3	<u>Age Limit :-</u>	Not Exceeding << 40 years>> as on << 08/04/2022 of date of interview >>
4	<u>Consolidated Salary (per month) :-</u>	<< Rs 10,000/->>
5	<u>Essential Educational Qualification :-</u>	GRADUATION IN SCIENCE WITH LABORATORY BACKGROUND NEED TO HAVE SOUND KNOWLEDGE OF EXCEL AND WORD PROPER DATA ENTRY OF BILLS AND DOCUMENTS; SHOULD BE A GRADUATE
6	<u>Essential Experience (if required):-</u>	Experience in Data entry in Excel sheet with necessary calculations and a knowledge of medical terminology in laboratory Sciences will be preferred. Candidate should have a laptop.

7	<u>Job Responsibilities :-</u>	<i>Data procurement from the Medical Record Department ; Data Entry; record keeping ; Official correspondence; Organising files ; Preparation of expenditure statement ;Transfer paper records into electronic records; Any correspondence related to project.</i>
8	<u>How to Apply :-</u>	<p><i>(scheduled interview or written test) on 08/04/2022</i></p> <p>Interested Candidates will have to send their Resume along with self-attested photo copy of all the mark-sheets and certificates in support of his/her educational qualification and experience should be sent either through << <u>speed post/ registered post</u> >> to << Department <u>of Transfusion Medicine and Blood Bank; AIIMS Raipur A 1 Block Gate Number 2; G.E Road; Tatibandh; Raipur; Chhattisgarh.492099</u> >> On or before << 08/04/2022 >> by 10:00AM. The application envelope should be super scribed as “Application for the contractual post of <<Project Fellow cum <u>Data entry operator</u> >> In << To analyse the hemostatic parameters of the platelets and Fresh Frozen plasma among the children during 1st two year of life and propose best practices recommendations for age group>> AIIMS, Raipur.” Applications can also be sent through email at << sankalpsharma@aiimsraipur.edu.in >>. In case the application is sent by email, the subject line should mention << Application for the contractual post of << Project Fellow cum <u>Data entry operator</u> >> in << To analyse the hemostatic parameters of the platelets and Fresh Frozen plasma among the children during 1st two year of life and propose best practices recommendations for age group. >>.It is the sole responsibility of the candidate to track for the application and the undersigned is not responsible for any postal delay. The candidate needs to submit the application as per the format. Annexure may be added as separate sheets, if required. The application in the said format is to be properly filled and signed. Two recent self-signed passport sized color photographs are to be attached with stapled/pinned on first page of the form. Application submitted in any other format will be summarily rejected.</p> <p><u>(Walk-in interview)</u></p>

		Candidates are required to bring the duly filled and updated 'Resume' along with all original mark-sheets and certificates in support of educational qualification and experience certificate (if any), any one original photo bearing identity card issued by any Government authority (Aadhar/PAN/Voter ID/Driving license) and one set photocopy of each document. Candidates failing to bring any of the above documents will not be allowed to appear for interview and/or written examination.
09.	<u>Date and time of interview and/or written examination and address of the venue</u>	<< 08/04/2022; at 11:30 am onwards; Department of Transfusion Medicine and Blood Bank; AIIMS Raipur>>
10.	<u>Reporting time :</u>	<< 11:00 am >>. Candidates will not be allowed after the <u>scheduled reporting time.</u>

Selection Process:-

- i) List of eligible candidates will be displayed on the website of AIIMS Raipur. No separate call letters/admit cards will be issued.
- ii) In case of large number of applications, interview may be spilled over next day or a screening test may be held or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority in this regard will be final and no correspondence whatsoever will be entertained in this connection.
- iii) Selection will be made on the basis of performance in interview and/or written test. Written test, if conducted, will consist of multiple choice objective questions only.

Terms and conditions of appointment:-

1. The appointment is purely on CONTRACT BASIS initially for a period of << six months>> with effect from the date of joining, working hours 9:30 AM to 5:00 PM. If the contract is not extended further, the same will lapse automatically. The appointment can also be terminated at any time, on either side, by giving one month's notice or without assigning any reason on failure to complete the period of three months to the satisfaction of the competent authority. Candidates should note that their appointment will be for the Project only and they will NOT be the employees of AIIMS Raipur.
2. No other/ additional allowances other than the consolidated salary mentioned will be admissible.
The appointee shall NOT be entitled to any of the benefits available to other employees of AIIMS Raipur appointed on regular basis.
3. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.

4. The appointee shall not have any right or claim to appointment on regular basis in AIIMS Raipur on any post.
5. The appointee shall be on whole time appointment for the project concerned and shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
6. If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have before the designated medical authority.
7. No TA will be admissible for attending the interview/written test and for joining the duties in Case of selection.
8. Leave entitlement of the appointee shall be governed in terms of instructions contained in DOP&Ts OM No. 12016/3/84-Estt.(L) dated 12.4.1985 as amended from time to time.
9. If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.
10. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
12. The decision of the competent authority regarding selection of candidate will be final and no representations in this regard will be entertained.
13. Final result will be declared on the website of AIIMS Raipur and selected candidates will be informed through email.
14. Candidates are advised to regularly visit the website of AIIMS Raipur (www.aiimsraipur.edu.in) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding change in date and time of interview/written exam.

For any queries contact or write to: << sankalpsharma@aiimsraipur.edu.in; Mobile: 8518881735>>



**Signature of P.I.
Dr Sankalp Sharma;
Associate Professor and In-charge,
Dept of Transfusion Medicine and Blood Bank,
AIIMS Raipur (C.G).**