



No. IBITFBhilai/Patho/AIIMS- RPR/2025/01

Dated: 21.06.2025

Subject: Advertisement for **Data Entry Operator**, purely on temporary & contract basis for IBITF Bhilai funded bicentric project entitled “**Financial Impact Analysis of Medical Interventions in Remote Locations Using Hand-held, User-friendly, Non-invasive/invasive, and Cost-effective Point of Care (POC) Medical Devices: A Case Study in Dantewada, Chhattisgarh**” in department of Pathology & Lab Medicine, as per the details given below:

Applications are invited from eligible candidates for the post of ‘**Data Entry Operator**’ purely on contractual basis. The essential qualifications, experience and consolidated salary are as per below mentioned details:

S.No.	Details	Requirements /Information
1.	Name of the Post	Data Entry Operator.
	Job Responsibility	Data Entry in computer. Typing letters and reports, computer application (MS words, excel, SPSS). Maintaining all study records and fill case record forms Ensure maintenance of project data and consent forms in collaboration with data entry operator.
	Essential Qualification	Full-time graduation from recognized University. Basic computer knowledge with English-Hindi language typing\ skills/ excel/SPSS/Graphs projection/Basic statistical analysis. Desirable: Certificate in Computer/Graduate in computer applications.
	Vacant post in the department	01
	Monthly salary	Rs.18000/-
	Age Limit	40Years
	Job duration	One year (12 months) extendable upto 2 years depending on the candidate performance and budget grant.
	Place of work	AIIMS, Raipur

Terms and Conditions

1. The above- mentioned vacancy is for a fixed tenure of 12 months and extendable upto 2 year depending on the satisfactory performance and budget allocation from ICMR.
2. The selection will not be an employment on AIIMS Raipur pay-roll. Employment will automatically get terminated upon completion of the 12 months from the day of joining of duties and there is no liability for permanent employment on AIIMS, Raipur or on Principal investigator. The candidate will have NO right to claim for permanent Employment under AIIMS/DHR or continuation of his/her services in any other project.



3. The scanned copy of the duly filled application form along with self-attested xerox copies of relevant documents should be emailed at- drakeshkumargupta@aiimsraipur.edu.in, on or before 05.07.2025 by 05:00 PM.
4. Enclosures should include scanned copies of educational qualifications, Experience certificates, and Identity proof in the form of Adhaar card, Class 10th certificate for proof of age, and other relevant documents. The application form and the documents should be emailed in a zip folder titled as the Candidate's name and the name of the post. Example- Vinod Singh RS C
5. No TA/DA will be paid for attending the interview. Interested candidates may appear for walk-in interview. Candidates should bring duly filled application form (As per the prescribed Performa) and all original certificates of educational qualifications, copies of research publications and experience certificate, identity proof, along with two photographs and a set of self-attested photocopies of all certificates and relevant documents at the time of interview.
6. If candidate working in Government/Semi Government/PSU Institution-No Objection Certificate is a must.
7. The appointment can be terminated with one months notice from either side without assigning any reason.
8. Leave shall be as per the IBITF Bhilai policy for the project staff.
9. 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.
10. 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.
11. Final result will be declared on the website of AIIMS Raipur and selected candidates will be informed through email.

Selection procedure

The applications received will be scrutinized and list of eligible candidates will be uploaded on the website.

Recruitments will be made through Interview and in case of large number of eligible applications; a written test will be conducted.

In case of large number of eligible applications, interview may be spilled over to next day, so, the candidates should come prepared for the same.

Selection of the candidates will be based on qualification, experience and performance of the candidate before the selection committee, during the interview.

The candidates are advised to check the Institute website <http://www.aiimsraipur.edu.in> for the date, time and venue of interview/written test or for any other update or information.

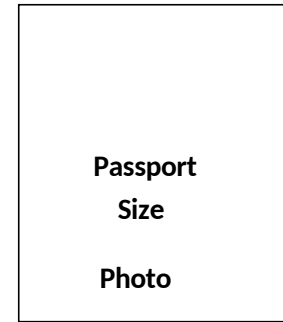
No separate communication will be sent to the candidates.



For any queries Email to: drakeshkumargupta@aiimsraipur.edu.in

FORMAT FOR APPLICATION

1. Name of the Post:
2. Advertisement Date:
3. Name of the Candidate:
4. Date of Birth:
5. Age:
6. Whether belongs to UR/OBC/SC/ST category:
7. Permanent Address:
8. Address of Correspondence:
9. Email Address:
10. Phone No./Mobile _____ Landline No. _____
11. Qualification from High School and above:



Sl.No.	Name of the Examination	Subject/Discipline/Speciality	Name of Board/University	Year of Passing	Percentage of Marks
1.					
2.					

12. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						



अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर (छत्तीसगढ़)

All India Institute of Medical Sciences, Raipur (Chhattisgarh)

Tatibandh, GE Road,

Raipur-492 099 (CG)

www.aiimsraipur.edu.in

13. Are you working currently in any Government/Semi Government/PSU Institution: Yes/No.

14. Name & address of present Employer:

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

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

17. If yes, provide details.....

18. Name of Referees (Atleast two with their contact details)

1.

2.

DECLARATION

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein if found to be incorrect or false, and then I shall be liable for action as per rules in force.

Place:

Date:

.....
(Signature of the Candidate)

ENCLOSURES ATTACHED:-

- 1.
- 2.
- 3.