



Dated: 26-05-2025

### **INTERVIEW NOTICE**

#### **INTERVIEW NOTICE FOR THE POST OF DEO ON TEMPORARY & CONTRACT BASIS FOR A FINANCIALLY APPROVED RESEARCH PROJECT FUNDED BY ICMR IN THE DEPARTMENT OF BIOCHEMISTRY AT AIIMS, RAIPUR.**

AIIMS, Raipur invites eligible candidates (Indian nationals) to attend interview and typing test for the post of DEO on temporary & contractual basis for a financially approved research project funded by ICMR project entitled- **“Taskforce on Establishment of Reference Intervals in Indian Population (TERIIP): A Multi-Centric Observational Cross-Sectional Study”** for a period of “six months” (which will be extended on a half yearly basis based on the performance).

Interested candidates are required to fill the [GOOGLE FORM](#). The last date of form submission is on or before **13/07/2025**. The provisionally eligible candidates list for interview and computer test, will be floated on the AIIMS, Raipur website on or before **14/07/2025**.

Tentative Date of **Interview & Computer-Based Typing test** is **17/07/2025** at 11:00 AM & reporting time is 10:00 AM, at the Department of Biochemistry, AIIMS Raipur.

Venue: **Medical College, Gate No-5, 2<sup>nd</sup> Floor, Room No 2118, AIIMS, Raipur**

Posts, essential qualifications, experience, consolidated salary are as follows:

1.	Post Name:	<b>*Data Entry Operator</b>
	Resource Requirement:	01 Post: UR
	Nature of Post:	Temporary & Contractual basis
	Age Limit:	Not exceeding 30 years
	Place of Posting:	Department of Biochemistry, AIIMS, Raipur
	Total Duration of Project:	Three years
	Tenure of Appointment:	Six months (which will be renewed after every six months based on the performance).
	Educational Qualification:	<b>Essential:</b> 12th + DCA/PGDCA OR Equivalent degree, + 3 years' experience relevant to the job requirement in a Govt./ Public Sector/ Private Institutions.

		<p>*Typing speed of 35WPM.</p> <p>OR</p> <p>Graduate + DCA/PGDCA/ Graduation in Computer Science OR Equivalent degree + 2 years' experience relevant to the job requirement in a Govt./ Public Sector/ Private Institutions.</p> <ul style="list-style-type: none"> <li>• Typing speed and other computer application knowledge will be tested on the day of interview.</li> </ul>
	Nature of duties:	<ul style="list-style-type: none"> <li>• Office work: Maintain proper documentation of the project work. Prepare the documents/ reports as and when required/ instructed. Maintaining files, records related to the project.</li> <li>• Field work: Conduct house to house visits for eligible participants in the team. Coordinate with the concerned Govt. Health Centre for the survey.</li> <li>• File Preparation –To put all the documentation needed to complete a study.</li> <li>• Data entry related to the project.</li> <li>• Complete record up-dation.</li> <li>• Data entry of all the relevant information / documents, Informed Consents/ Participant details, specific forms, laboratory results as instructed by PI.</li> <li>• Prepare notes &amp; reports as per the instructions by PI.</li> <li>• Any other job assigned by PI</li> </ul>
	Remuneration:	₹29,200 per month

\*In absence of candidates meeting the essential qualification/experience, the posts may be filled at a lower level commensurate with the educational qualification and experience of the candidates, which will be under the discretion of the selection committee.

**Note :**

1. All the educational qualifications/certificates shall be from recognized board/university.
2. All the experience gained shall be preferably from the Govt organizations and shall be counted after the date of minimum essential qualification. Experience from reputed national/ international organizations shall also be considered.
3. Experience shall be from the relevant field/area as required for the project concerned.
4. All community certificates shall be issues by authorized officers of the Government.
5. The candidate should be able to talk fluently in Chhattisgarhi, Hindi and English.

### Age Relaxation:

The age relaxation for SC/ST candidates is up to a maximum period of 5 (Five) years and for OBC candidate up to a maximum period of 3 (Three) years is admissible. Cut-off date for age limit will be as on the date of last date for submission of applications.

### Place of posting:

Selected candidates are expected to work from AIIMS Raipur, Tatibandh. The engaged staff is expected to do extensive travel in Raipur District.

### How to apply:

1. The application form should be filled using the google form link.  
<https://forms.gle/JGo79j9ioRBRUxRL6>
2. In case of any queries write to the following email id:  
[dr.rachitananda@aiimsraipur.edu.in](mailto:dr.rachitananda@aiimsraipur.edu.in) (or) [biochem@aiimsraipur.edu.in](mailto:biochem@aiimsraipur.edu.in)
3. Candidate must submit his/her duly filled in application form online with a recent passport size colour photograph and a biodata / CV.
4. Documents to be submitted: General documents (Proof of age, caste certificate, OBC certificate and photo ID [Aadhar Card/Indian Passport/PAN Card/Driving License]), relevant degree and experience certificates.
5. Submit all relevant documents, duly self-attested, online as single pdf.
6. Submit the application form within the schedule date and time for submission of application, failing which his/her candidature will not be considered.
7. Late/Delayed/Incomplete applications will not be considered, and no correspondence will be entertained in this regard.
8. Canvassing in any form will lead to disqualification.
9. The crucial date for calculation of age limit and experience will be the last date of online submission of application.
10. The period of experience will be counted after obtaining the prescribed education qualification.
11. The requisite qualification and experience obtained after the closing date of receipt of online application will not be considered.
12. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website <https://www.aiimsraipur.edu.in> only. Hence, the candidates are advised to see our website regularly for further updates related to this advertisement.

### Note:

1. The qualified shortlisted candidates as per the eligibility criteria must check the website of AIIMS Raipur and reach the specified venue as displayed in the website.
2. Any request from the candidates for conducting the interview through video conferencing will not be entertained.

### Method of Selection:

Selection will be based on the grading in the following domains: -

1. Qualification
2. Experience in research work / relevant field-based project.
3. Score obtained in Interview.

In case of a tie in the final marks obtained, seniority on basis of date of birth will be considered for selection.

**AIIMS Raipur reserves the right to cancel/modify the recruitment process at any time, at its discretion.**

Terms & conditions:

1. This post is a **tenure job for fixed duration** under ICMR funded research project.
2. These positions are purely temporary posts and co-terminus with the project.
3. Above post is contractual for the duration offered and may or may not be renewed subject to satisfactory performance and requirement.
4. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
5. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
6. **No TA/DA will be paid to attend interview** / personal discussion and candidates must arrange transport / accommodation themselves.
7. AIIMS Raipur reserves rights to consider or reject any application / candidature, without assigning any reason.
8. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage. Canvassing in any form will render the candidate disqualified for the post.
9. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection. Incomplete applications will be summarily rejected.
10. Please give the details of two responsible persons of your locality or two references to whom you are known.
11. The persons engaged on Project Research Scientist shall not have any claim on a regular post in ICMR or in AIIMS Raipur or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption / regularization of service in funding agency or in ICMR / AIIMS Raipur.
12. Benefits of Leave, Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters and other facilities are not admissible.
13. AIIMS Raipur reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
14. At the time of interview, the applicant shall be required to submit duly filled in and signed Undertaking (will be provided at the venue).
15. In case the candidate wishes to resign from the post, he/she should furnish a notice of **one month** period or submit one month salary. Once the project duration is completed, the tenure is automatically over for candidate selected for this project.
16. Leave will be as per the ICMR policy of project staff.
17. The decision of selection committee in respect of eligibility and selection is final and binding on all.
18. The Selection Committee reserves the right to cancel/modify the recruitment process at any time, during the process, at the committee discretion.
19. All disputes will be subject to jurisdiction of Raipur.
20. The applicant should not have been convicted by any court of law.
21. For any queries, kindly send email to [dr.rachitananda@aiimsraipur.edu.in](mailto:dr.rachitananda@aiimsraipur.edu.in) (or) [biochem@aiimsraipur.edu.in](mailto:biochem@aiimsraipur.edu.in)
22. This appointment is a full-time appointment for the project concerned and shall not accept any other assignment paid or otherwise and private practice of any kind is prohibited during the period of contract.
23. 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.

24. Final results after the interview will be declared on the website of AIIMS Raipur and selected candidates will be informed through email.
25. The candidates must bring the following documents<sup>#</sup> for verification at the time of interview:
- a) Printed copy of duly filled Google form (complete).
  - b) Printer copy of online filled form.
  - c) Govt issued ID (Aadhar/PAN/Passport/Driving License), proof of Date of birth
  - d) Reservation category Certificate (OBC\*/SC/ST/PwD/EWS) (\*Candidate should belong to non-creamy layer of Central List of OBC).
  - e) All the original documents along with one copy of self-attested documents
  - f) Experience certificate from previous workplaces
  - g) One set of xerox copies of qualifying and experience certificates
  - h) Passport size photos (Two)- Latest not more than three weeks. (Date must be mentioned on the photo).
  - i) Birth Certificate / SSLC marksheet – as proof of age
  - j) Any other relevant document.

The decision of the Selection committee will be final and binding. Canvassing in any form will result in disqualification of the candidate at any stage of the recruitment process.

For any queries contact:

**Dr. Rachita Nanda**

Professor

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sd/-

**Dr. Rachita Nanda**

Professor

Department of Biochemistry

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