



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
 Tatibandh, GE Road,
 Raipur-492 099 (CG)
www.aiimsraipur.edu.in

ADVERTISEMENT FOR WALK-IN INTERVIEW

Advertisement for the post of “Project Nurse -II” and “Data entry operator” on CONTRACTUAL BASIS for an extramural project entitled “*Physiological Postnatal Weight Loss Nomograms in Exclusively Breastfed Healthy Term Infants: A Multi-Centric Prospective Cohort Study*” funded by ICMR, AIIMS RAIPUR, CHHATTISGARH.

No. OW/AIIMS/NICU/IT/2025/61

Date: 27/09/2025

Date and Time of Walk-In Interview: -

Event	Date & Time	
Last Date for Sending Application (duly filled application form along with required documents) through Speed Post Only.	08 th October 2025	Up to 5:00 pm
Walk-in Interview (for notified candidates)	13 th October 2025	10:00 am

Address for Walk-in Interview:

Department of Neonatology Office

Department of Neonatology (Entry through Gate No. 5),
 Room No. 0398, B block, Fifth Floor, New Admin Building, Gate No.5, All India Institute of Medical Sciences (AIIMS) Raipur, Tatibandh, GE Road, Raipur (C.G.): 492099.

Applications are invited for filling up the following posts in “***Physiological Postnatal Weight Loss Nomograms in Exclusively Breastfed Healthy Term Infants: A Multi-Centric Prospective Cohort Study***” at AIIMS, Raipur, Chhattisgarh, purely on a contractual basis: -

S. No.	Name of Post	No. of vacancies
1	Project Nurse-II	Two (02)
2	Period of contract	The post will initially be for a period of 06 months, extendable up to 30 months, depending on the candidate's performance and project requirements.
3	Age Limit	Not exceeding 30 years as on the date of the Interview
4	Consolidated Salary (per month)	@₹20000 per month +HRA 20% (₹4000) = <u>₹24000 per month</u>
5	Essential Educational Qualification	Essential:- Minimum second class or equivalent CGPA in a three-year General Nursing and Midwifery (GNM) course The upper age limit is 30 years.
6	Job Responsibilities	Conducting patient follow-ups, patient enrollment, contact tracing, providing counselling to participants, assisting with research-related logistics and administrative tasks, Sampling and other project-related work, and any other work assigned by P.I..

S. No.	Name of Post	No. of vacancies
1	Data Entry Operator	One
2	Period of contract	The post will initially be for a period of 6 months, extendable up to 30 months, depending on the candidate's performance, project requirements, and the availability of funds.
3	Age Limit	Not exceeding 30 years as on the date of the Interview
4	Consolidated Salary (per month)	@₹ 29,200/- (Including all)
5	Essential Educational Qualification	1. Three-year graduate degree from a recognized university with knowledge of data entry work. 2. At least 01 year Certificate/ Diploma course in Computer Application from a recognized institute or equivalent
6	Essential Experience (Minimum One Year)	i. Experience in administrative support in research projects, laboratories, academic institutions, or any organization. ii. Experience in Medical Documentation, Clinical Data, and Reporting. iii. Knowledge of Research Document handling, version control, guidelines, and user manuals. iv. Proficiency in MS Office (Word, Excel, PowerPoint) and data management software. v. Experience in managing project documentation, correspondence, and financial records. vi. Familiarity with research project coordination and maintaining timelines.
7	Job Responsibilities	i. Provide administrative support to the project team and maintain research project documentation. ii. Assist in preparing project reports, presentations, and official correspondence required in the research project. iii. Maintain records of expenses, budget utilization, and procurements. iv. Manage data entry, file management, and archiving of project-related documents. v. Maintain clinical data. Creation and maintenance of project record.

		vi. Support logistics for workshops, conferences, and events related to the project. vii. Maintain smooth communication between the project team and collaborating institutions.
--	--	---

Selection Process:-

All the required documents along with filled application form should be sent through speed post to **Dr. Rohit Anand**, Department of Neonatology (Entry through Gate No. 5), Room No. 0398, B block, Fifth Floor, New Admin Building, Gate No.5, All India Institute of Medical Sciences (AIIMS) Raipur, Tatibandh, GE Road, Raipur (C.G.): 492099, before the last date of application.

- i. Any applications received after the last date of application will not be considered.
- ii. Recruitments will be made through an interview and/or a written test (written test may be conducted if deemed required by the selection committee).
- iii. The applications received will be scrutinized by the PI/selection committee. Applicants who do not fulfil the mentioned criteria (qualification and experience) will not be eligible for selection. The decision of the PI/selection committee will be final in this matter.
- iv. The list of eligible candidates for the interview will be uploaded on the AIIMS Raipur website. The candidates are advised to check the institute website <http://www.aiimsraipur.edu.in> for any other updates or information. No separate communication will be sent to the candidates.
- v. Applicants/ Shortlisted candidates are required to carry all documents in original and one set of self-attested photocopies along with the application form, 2 recent colour photographs, and original ID proof at the time of the interview.
- vi. After the interview, results will be declared on the website of AIIMS Raipur, and selected candidates will be informed through email. No separate call letters/admit cards will be issued.
- vii. Selection will be based purely on merit. The candidates are advised to check the institute website <http://www.aiimsraipur.edu.in> for any other updates or information. No separate communication will be sent to the candidates.
- viii. For any queries, Email to: drrohitanand@aiimsraipur.edu.in
- ix. In case of a large number of qualified applicants, the interview may be scheduled for the next day, a screening test may be conducted, or any other criteria may be adopted as deemed appropriate for shortlisting candidates. The decision of the competent authority will be final, and no correspondence whatsoever will be entertained in this connection.
- x. No TA/DA will be granted to the candidates for appearing in the walk-in interview.

The following documents are required at the time of the interview:

1. Proof of identity (Aadhar card/voter ID) and proof of age (10th mark sheet/birth certificate/passport).
2. Relevant original documents for verification.

Terms and conditions of appointment:-

1. The appointment is purely on a CONTRACT BASIS initially for a period of 6 months with effect from the date of joining, extendable depending on the performance of the candidate and the requirement of the project. 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 by paying one month's salary without assigning any reason, or 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 regularly.
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 an assignment.
4. The appointee shall not have any right or claim to appointment regularly in AIIMS Raipur on any post.
5. The appointee shall be on a 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 the contract.
6. If required, the appointee may be subjected to medical examination from the competent medical board, which he/she will have before the designated medical authority.
7. No TA/DA will be admissible for attending the interview/written test and for joining the duties in case of selection.
8. 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.
9. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the

selection process.

10. The decision of the competent authority regarding the selection of a candidate will be final, and no representations in this regard will be entertained.
11. The final result will be declared on the website of AIIMS Raipur, and selected candidates will be informed through email.
12. The Appointment can be terminated based on ICMR's funds availability or any other administrative concerns.
13. Candidates are advised to regularly visit the website of AIIMS Raipur (www.aiimsaraipur.edu.in) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding a change in the date and time of the interview/written exam.

For any queries, contact or write to: Dr. Rohit Anand, Assistant Professor, Department of Neonatology, AIIMS Raipur, Chhattisgarh 492099. Email: drrohitanand@aiimsraipur.edu.in

Sd/-

Dr. Rohit Anand

Assistant Professor & P.I.

Department of Neonatology,

All India Institute of Medical Sciences, Raipur



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
 G. E. Road, Tatibandh,
 Raipur-492 099 (CG)
www.aiimsraipur.edu.in

Advertisement for the post of _____[Post Name] on CONTRACTUAL BASIS for an extramural project titled “*Physiological Postnatal Weight Loss Nomograms in Exclusively Breastfed Healthy Term Infants: A Multi-Centric Prospective Cohort Study*” At AIIMS, RAIPUR, CHHATTISGARH.

APPLICATION FORMAT

1. Name of the Post*:
2. Advertisement No. & Date:
3. Name of the Candidate*:
4. Father's Name:
5. Date of Birth*(DD/MM/YYYY):
6. Age:
7. Gender:
8. Category:
9. Permanent Address*:
10. Address of Correspondence:
11. Email Address*:
12. Phone No. Mobile: Landline No.:
13. Qualification from High School and above:

**Passport
Size Photo**

S. No.	Name of the Examination	Subject/ Discipline/ Specialty	University/Institute/ College	Passing Year	Marks obtained	Percentage

14. Work Experience (Post Qualification): -

S. No	Post	Name of the Institution/ Organization	From (DD/MM/YY)	To (DD/MM/YY)	Duration of Experience	Duties & Responsibility
1.						
2.						
3.						

1. If selected, what period would you require for joining the post:-.....

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 is found to be incorrect or false, I shall be liable for action as per the rules in force.

Name of Candidate: -.....

Signature of Candidate: -..... Date: -

Place: