



अखिल भारतीय आयुर्विज्ञान संस्थान नागपुर
All India Institute of Medical Sciences, Nagpur
तंत्रिका विज्ञान विभाग / Department of Neurology
Outpatient Department

No. AIIMS/NGP/NEURO/2024/01

Date: 13/08/2024

Advertisement for interview for the post of Data Entry Operator under the ICMR project in the Department of Neurology, AIIMS, Nagpur.

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| Opening Date for Online Application | 14th August 2024 |
| Closing Date for Online Application | 18th August 2024 |
| Date of Interview | 22nd August 2024 |
| Reporting time | 09.00 AM |
| Venue | Department of Neurology, 3rd floor OPD Block, AIIMS, Nagpur |

A call for the post of Data Entry Operator (DEO) is announced for the research project titled, “**Smartphone based Telestroke Vs ‘Stroke Physician’ led Acute stroke management (SMART INDIA): A cluster randomized trial.**” funded by the Indian Council of Medical Research (ICMR) under Dr Smruti Babiwale.

The candidate has to apply with duly filled applications in the prescribed format as given in the Google form link with the given format for CV (Annexure-I), all the necessary qualifying certificates, and proof of previous work experience. The tenure for the post initially would be six months, expandable up to the duration of the project based on performance and availability of the funds under this research project.

In case of any queries write to the following email ID: drsmruti@aiimsnagpur.edu.in

Detailed eligibility criteria are as follows:

| SI No. | Name of the Post | No. of Posts | Essential Qualification | Desirable Qualification | Monthly Emoluments | Age Limit* |
|--------|---------------------|--------------|---|---|-----------------------|---|
| 01 | Data Entry Operator | 01 | Graduate from the recognized university with good typing speed. One year Diploma in Computer Science | 1. Previous experience in handling field-based research projects. 2. Decent knowledge of Microsoft Excel, Word, PowerPoint and other data collection and analysis software. 3. Well-versed in local languages (Marathi & Hindi) | As per ICMR/DHR norms | Below 35 years on the date of the Interview |

*These are minimum qualifications applicable. However, candidates with higher qualifications can also apply. # The age relaxation for SC/ST candidates is up to a maximum period of five years and for OBC candidates up to a maximum period of three years. Age relaxation of two years may be given if the candidate has adequate field experience.

Terms & conditions

1. All the mentioned posts are tenure jobs for a fixed duration under the funded projects.
2. These are not the regular posts under ICMR or AIIMS Nagpur.
3. Based on this experience, the selected candidate cannot claim any permanent employment either from ICMR or AIIMS Nagpur.
4. The appointment will be purely temporary for an initial period of six months and may be extended based on the performance review.
5. In case the candidate wishes to resign from the post, he/she should furnish a notice of 30 days period.
6. Once the project duration is completed the tenure is automatically over for all the candidates selected for this project.
7. The candidate should be able to talk fluently in English, Marathi, and Hindi.
8. The appointee agrees to fulfill the norms for output in terms of quality and quantity of the work assigned to him/her and if the appointee engaged is not able to fulfill the prescribed norms, his/her services will be terminated without giving any notice.
9. The principal investigator reserves the right to terminate the contract with one month's notice period.
10. No TA/DA will be provided for attending the interview.
11. Apart from the consolidated mentioned salary per month including HRA and travel claims the candidate is not admissible for any other allowances.

Application and Selection Procedure

1. The application should be filled out online through the Google form link - <https://forms.gle/ZWF7eTkAviP2xBmf7>
2. The scanned copies of the certificates including proof of date of birth, educational qualification, and experience should be uploaded on the Google form link given above.
3. The curriculum vitae (CV) of the candidate need to be filled in the format given in **Annexure I** and uploaded in the Google form.
4. The last date of application will be **18th August 2024**
5. The mode of selection will be through **personal interviews**.
6. The applications will be screened for eligibility.
7. The applicants may be shortlisted based on their educational qualifications/experience etc; the notice for the interview along with the list of shortlisted candidates will be published on the AIIMS Nagpur website. A call for the interview will be sent to the shortlisted candidates through e-mail.



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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot no.2, Sector-20, MIHAN, Nagpur– 441108

Website: <https://aiimsnagpur.edu.in>

ICMR Project: Smartphone based Telestroke Vs ‘Stroke Physician’ led Acute stroke management (SMART INDIA): A cluster randomized trial.

Brief CV of the candidate

Name of the candidate (Full in Block Letters):

Date of Birth:

Marital status: Married /Unmarried

Mobile Number:

Email id:

Educational Qualifications:

| S. No. | Exam passed | Grade | Year of passing | Board/University | Specialization |
|--------|-------------|-------|-----------------|------------------|----------------|
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Work Experience:

| S. No. | Period | | Post held | Scale of pay | Name of the employer |
|--------|--------|----|-----------|--------------|----------------------|
| | From | To | | | |
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Any other achievements:

Declaration

I hereby declare that the above mentioned furnished details are correct to the best of my knowledge

Date:

Signature of the candidate

Place: