

**ADVERTISEMENT FOR DATA ENTRY OPERATOR ON CONTRACTUAL BASIS FOR "HTA OF NATIONAL STROKE CARE REGISTRY PROGRAMME - DEVELOPMENT OF HOSPITAL BASED STROKE REGISTRIES (HBSR) IN DIFFERENT REGIONS OF INDIA" AT AIIMS, RAIPUR, CHHATTISGARH**

**No: - AIIMS/RPR/GM/VP/PROJ/EXTRA/105/2022**

**Date: 24.11.2022**

Walk-in-interview will be conducted on 06.12.2022 (Tuesday) for filling up of following posts in HTA of National Stroke Care Registry Programme - Development of Hospital Based Stroke Registries (HBSR) in different regions of India at AIIMS Raipur, Chhattisgarh purely on contract basis :-

S. No.	Name of Post	No. of vacancies
1	Data Entry Operator	1 post

3	<b><u>Period of contract :-</u></b>	The post will be initially for a period of 6 (six) months extendable up to 12 (twelve) Months depending on candidates' performance.
4	<b><u>Age Limit :-</u></b>	Not Exceeding 35 years as on 06.12.2022
5	<b><u>Consolidated Salary (per month) :-</u></b>	12,000 (Twelve thousand) Rupees per month
6	<b><u>Essential Educational Qualification :-</u></b>	<b><u>Data Entry Operator:</u></b> 1. Science Graduate should have minimum project experience of 1 year. (Prefers 1 Year ICMR funded project from professional bodies)
7	<b><u>Essential Experience (if required):-</u></b>	<b><u>Data Entry Operator:</u></b> <ul style="list-style-type: none"> <li>• Good English communication skills. Good skills in reading handwritten Notes / Doctor's prescription. Basic knowledge of medical terms and terminologies.</li> <li>• Basic knowledge of Computer JOB DETAILS</li> <li>• Ensure that clinical research studies are conducted in accordance with the protocol, standard operating procedures, good clinical practice (GCP) guidelines, and other applicable regulatory requirements.</li> <li>• Help in study - related training to assigned site personnel and establish regular lines of communication with the Investigators to manage ongoing project expectations and issues.</li> <li>• Ensure accurate data entering and reporting via online system</li> <li>• maintain site source documents, medical records and site files</li> <li>• Interpret data to identify protocol deviations and risks to subject safety data integrity.</li> </ul> <b>Nature of work: 9 AM to 5 PM</b>

		Only full time experience after obtaining essential qualification will be considered.
8	<b><u>Job Responsibilities :-</u></b>	<ol style="list-style-type: none"> <li>1. Have to work in General Medicine OPD/ Ward, Radiology Department/ Medical Record Department as per the requirement of the project.</li> <li>2. He/she will be required for coordinating with PI and Research Coordinator at study sites at headquarters, study monitoring, for collection of data and follow up of participants in the cohort.</li> <li>3. All the data recording, reporting and entries.</li> <li>4. All work assigned by PI and Research Coordinator for the project.</li> <li>5. This project may require calling the patient, helping or guiding them in the hospital and follow up for any events.</li> </ol> <p><b>(9 AM to 5PM)</b></p>
9	<b><u>How to Apply :-</u></b>	<p>Candidates are requested to send there all documents as scanned copy to email id <a href="mailto:drvinaypandit@aiimsraipur.edu.in">drvinaypandit@aiimsraipur.edu.in</a> for verification before the Date 04.12.2022. The candidates are requested to provide email id and contact number of the previous project In charge too for verification of their experience certificate. It will be the responsibility of candidate to ask their previous project In charge to confirm the queries sent by us, unable to do so will make them ineligible for the post.</p> <p>On day of interview, eligible candidates are desired to bring the duly filled application form in the attached format 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.</p>
10.	<b><u>Date and time of interview and/or written examination and address of the venue</u></b>	06.12.2022 (Tuesday) time 11:00 AM, at Seminar Room General Medicine OPD, Ground Floor, D block, Gate no 4, AIIMS Raipur.
11.	<b><u>Reporting time :</u></b>	Only those candidates who are found eligible after scrutiny of provided documents through email are requested to report at 10:30 AM in Department of General Medicine OPD Room no. 8 to Miss Ranu Thakre for document verification. Those who have not been called won't be entertained.

### **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, 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 6 (six) months with effect from the date of joining, extendable up to 12 (twelve) months depending on the performance of the candidate and 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 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](http://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:

Signature of P.I.



24.11.2022

Prof. Vinay R Pandit,

Professor & HOD, General Medicine

AIIMS-Raipur

Email id: [drvinayrpandit@aiimsraipur.edu.in](mailto:drvinayrpandit@aiimsraipur.edu.in)

Prof. (Dr.) Vinay R Pandit

Professor & Head (Department of General Medicine)

All India Institute of Medical Sciences, Raipur (C.G.)





पिन / Pin:-

सम्पर्क करने का विवरण / Contact Details:-

एसटीडी कोड के सहित फोन नंबर / Phone No. With STD Code:-

मोबाइल नं / Mobile No:-

ईमेल / E-  mail:-

प्रमाण पत्र के अनुसार जन्म तिथि / Date of Birth with documentary evidence:-

दिनांक / **Date** माह / Month वर्ष / Year

साक्षात्कार की तिथि को अनुसार आयु / Age as on date of interview:-

वर्ष / Year माह / Month दिनांक / **Date**

श्रेणी (एससी/एसटी/ओबीसी/यूआर) / Category (SC/ST/OBC/UR)

लिंग/Gender:-

(संबंधित पर निशान लगाए / **Tick** the relevant)-

पुरुष / Male महिला / Female

विकलांगता / Person with disabilities (PWD):- (Yes/No)

शैक्षणिक योग्यता / Educational Qualification:-

परीक्षा का नाम / Name of the Examination	विषय / विधा /विशेषता / Subject/ Discipline/ Specialty	विश्वविद्यालय / संस्थान / कॉलेज / University/ Institute/College	पाठ्यक्रम पूर्ण करने की तिथि / Date of completion of course	अंतिम परीक्षा उत्तीर्ण करने का माह एवं वर्ष / Month & Year of Passing final examination	प्राप्तांक / Marks obtained	पाठ्यक्रम की अवधि / Duration of Course
Any other Qualification						

Work Experience ( if any):- **experience of one year as Data Entry Operator is mandatory to apply for this post**

संस्था/कार्यालय का नाम / / Name of the organization / office	पद / Designation	से / From	कब तक / To	कार्य का प्रकार / Job responsibilities

अनुलग्नक संलग्न करें (यदि आवश्यक हो)/ Attach annexure (if required)

प्रकाशन (यदि कोई हो)/ Publications (if any)

(केवल PUBMED अनुक्रमित पत्रिकाएँ Only PUBMED indexed Journals

अनुलग्नक संलग्न करें /Attach annexure

चयन की स्थिति में पद ग्रहण करने हेतु आपको कितना समय चाहिए / If selected what period would you require for joining the post: \_\_\_\_\_

मैं सत्यनिष्ठा से पुष्टि करता / करती हूँ कि ऊपर दी गई जानकारी मेरी जानकारी के अनुसार सभी प्रकार से सत्य और सही है। मैंने कोई जानकारी नहीं छुपाई है। मैं वचन देता / देती हूँ कि यहां दी गई कोई भी जानकारी गलत या असत्य पाई जाती है, तो मैं लागू नियमों के अनुसार कार्रवाई के लिए उत्तरदायी रहूंगा / रहूँगी।

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

Date: -

Place: -

हस्ताक्षर /Signature of Candidate)

नाम /Name of Candidate