



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

Website: <http://www.aiimsjodhpur.edu.in>

File No.: AIIMS/RES(06)/2019/390

Dated: 23/07/2019

Subject: Recruitment for the following post on purely temporary basis in the ICMR Research Project titled “Burden of multidrug-resistant neonatal sepsis in district hospital settings in India”.

Applications in the prescribed format are invited for the following post on purely temporary basis for the ICMR Research Project titled “Burden of multidrug-resistant neonatal sepsis in district hospital settings in India”, under Principal Investigator Dr. Neeraj Gupta, Associate Professor, Department of Neonatology, AIIMS, Jodhpur as per the details given below:

S No.	Details	Requirements/Information
1	Post	Data Entry Operator
	Number	One (UR)
	Age	18-30 Years
	Location of position	AIIMS, Jodhpur/Government Nahata Hospital, Balotra, Rajasthan
	Qualifications	Essential: Graduation degree from recognized University with computer diploma from a recognized institute or equivalent A speed test of not less than 8000 key Depression per hour for data entry work
	Duration of post	Initial recruitment for 6 months, future extension on the basis of performance.
	Monthly salary	Rs 15,154/- total (consolidated)
Job profile	The Data Entry Operator will be responsible for: <ul style="list-style-type: none">• Entering data into database, manage and maintain effective record keeping data.• He / she will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work.• Provide admin support to conferences, workshops and project related field visits.• Keeping track of projects with updated reports.• Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings.	

	<ul style="list-style-type: none"> Responsible for organizing files, collecting and managing data to be entered into the computer
Skills	<ul style="list-style-type: none"> Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required. Good understanding of needs for project and job responsibilities. Computer skills including proficiency in use of Microsoft Office applications. Good organizational behavior and problem solving skills. Well versed in recording the data. Ability to establish and maintain effective working relationships with co-workers, managers, investigators. Good spelling, grammar, and punctuation skills.
Date & Time for Interview	August 8, 2019 at 09:00 AM

S No.	Details	Requirements/Information
2.	Post	Lab Technician
	Number	One (OBC)
	Age	18-30 Years
	Location of position	AIIMS, Jodhpur
	Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> Graduation Degree in Science from a recognized university; OR 12th class pass with science subject (in 10+2 system) or Intermediate (Science) or equivalent from a recognized university/institution. Diploma in Medical Laboratory Techniques from a recognized institute and. One year experience in a microbiology laboratory. Lab Technician degree should be registered in paramedical council of Rajasthan/India. <p>Desirable: Experience in microbiology</p>
	Duration of post	Initial recruitment for 6 months, future extension on the basis of performance.
	Monthly salary	Rs 15,154/- total (consolidated)
Job profile	<p>The Lab technician will be responsible for:</p> <ul style="list-style-type: none"> Labeling, scanning, immediate processing and storage of collected bio specimens at Tertiary Site. Collecting the reports of the routine laboratory tests performed for the enrolled infant from the side lab or designated outsourced laboratory. Maintaining laboratory records in the eCRF. 	

	<ul style="list-style-type: none"> • Maintaining the equipment log, calibration logs, ensuring smooth functioning of equipment at site. • Receiving, labeling and analyzing samples. • Designing and executing laboratory testing according standard procedures. • Organize and store all bio specimens according to safety instructions. • Record all data and results in specified forms (paper and electronic) with accuracy and responsibility. • Maintain equipment and assist in ordering laboratory supplies. • Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.
Skills	<ul style="list-style-type: none"> • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required. • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in use of Microsoft Office applications. • Good organizational behavior and problem solving skills • Well versed in recording the data. • Ability to establish and maintain effective working relationships with co-workers, managers, investigators.
Date & Time for Interview	August 8, 2019 at 09:00 AM

S No.	Details	Requirements/Information
3.	Post	Lab Attendant
	Number	One (OBC)
	Age	18-30 Years
	Location of position	Government Nahata Hospital, Balotra, Rajasthan
	Qualifications	Essential:- 12 th class pass with Science
		Desirable:- Experience in a Medical Laboratory
	Duration of post	Initial recruitment for 6 months, future extension on the basis of performance.
	Monthly salary	Rs 13,624/- total (consolidated)
Job profile	<p>The Lab attendant will be responsible for:</p> <ul style="list-style-type: none"> • Transportation of all laboratory samples to Tertiary hospital from district hospital. • Labeling, Scanning, immediate processing and temporary storage of collected bio specimens. • Manage the maintenance of equipment and stocking of necessary supplies. • Ensuring cleanliness at site particularly where the lab related study activities will be performed. • Maintaining the equipment log, calibration logs, ensuring smooth functioning of equipment at site. 	

	<ul style="list-style-type: none"> Assisting the study nurse/ medical officer in all study related activities at the site. Maintaining the stock inventory at site and reporting to SRF on daily basis on the requirements for the site. Assisting the SRF in maintaining all documentation at site- photocopying or scanning of documents if required.
Skills	<ul style="list-style-type: none"> Computer skills including proficiency in use of Microsoft Office applications. Ability to establish and maintain effective working relationships with co-workers, managers, investigators. Good understanding of needs for project and job responsibilities Time Management. Good teamworking skills.
Date & Time for Interview	August 8, 2019 at 09:00 AM

S No.	Details	Requirements/Information
4.	Post	Senior Research Fellow/Senior Research Nurse
	Number	One (UR)
	Age	18-30 Years
	Location of position	Government Nahata Hospital, Balotra, Rajasthan
	Qualifications	Essential: Degree in Nursing from an Institute recognized by Nursing council of India with 3 year experience
	Duration of post	Initial recruitment for 6 months, future extension on the basis of performance.
	Monthly salary	Rs 38,000/- total (consolidated)
	Job profile	<p>The Senior Research Fellow/Senior Research Nurse will be responsible for:</p> <ul style="list-style-type: none"> Act as lead nurse for BMGF study with responsibility for study management and study specific staff training, ensuring compliance with the protocol, sponsor and SOPs, clinical trial regulations Deliver, as part of a multi-disciplinary team, a high standard of care to study participants for the duration of the study Develop and implement, in collaboration with the research team, a recruitment plan to identify, consent and retain study participants from tertiary care Supporting the submissions for relevant government / ethics approvals Structuring and supervising compliance for the study management plans; Ensuring compliance with the project requirements and cascading the issues/ updates to the relevant stakeholders Supervising the study implementation at site and ongoing study and QC activities

		<ul style="list-style-type: none"> • Contribute to the on-going development of the CRF with identified key responsibilities whilst also assuming responsibility for clinical area and staff when required • Reviewing protocol deviations and loss to follow up to ensure quality data is delivered • Communicating with CROs and investigators for tracking patient recruitment and progress to study timelines, maintaining and reporting metrics for clinical site performance • Providing input and support to maintain appropriate documentation for adverse event safety monitoring, and collaborating in submission of safety reports to sponsor, Ethics Committees and other applicable authorities • Liaisoning with the Project management team to ensure good quality of study data • Supervising the data management progress with data manager and the DM team • Work with coordinating PI to ensure that the trial is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding, or timelines • Keeping stakeholders informed on study progress, risks and accomplishments • Maintain accurate records of study specific information using traditional paper records, GG&C electronic patient management systems or web-based study specific IT systems and provide accurate reports to CRO, sponsor and Principal Investigator as required
	Skills	<ul style="list-style-type: none"> • Ability to gain trust and confidence with stakeholders • Operational skills including focus and commitment to quality management and problem solving • Influencing skills including negotiation and teamwork • Effective communication skills, the provision of timely and accurate information to stakeholders • Ability to develop and implement clinical research monitoring plans, SOPs, database concepts, and formats • Understanding of GCP, regulations and guidelines • Excellent computer skills (MS word, excel, internet) • Knowledge of adverse medical event investigation, analysis, reporting procedures and standards
	Date & Time for Interview	August 9, 2019 at 09:00 AM

S No.	Details	Requirements/Information
5.	Post	Research Nurse
	Number	Two (OBC-1) (SC-1)
	Age	18-30 Years
	Location of position	Government Nahata Hospital, Balotra, Rajasthan

Qualifications	<p>Essential: Diploma in Nursing & Midwifery (3 years course) / BSc (Nursing)</p> <p>Desirable: At least with 1 years of experience in clinical trials / research projects</p>
Duration of post	Initial recruitment for 6 months, future extension on the basis of performance.
Monthly salary	Rs 15,154/- total (consolidated)
Job profile	<p>The study nurse (round the clock shift duties) will be responsible for:</p> <ul style="list-style-type: none"> • Pre-screening of all babies admitted in hospital for sepsis. • Giving all information about study to parents/Guardians and to explore whether they are interested in participating in the study. • To screen the baby for inclusion criteria, obtain consent for study. • To monitor the baby record vitals and carry out orders as prescribed by resident doctors. • To fill CRF form for all enrolled babies. • Compile clinical data and enter it into a database. • Must be able to evaluate the material and work effectively with other researchers. • Assisting the Senior Research nurse.
Skills	<ul style="list-style-type: none"> • Computer skills including proficiency in use of Microsoft Office applications. • Ability to establish and maintain effective working relationships with co-workers, managers, investigators. • Good understanding of needs for project and job responsibilities. • Adaptable approach with Effective communication and organizational skills. • Coordinates the day to day management of the research portfolio.
Date & Time for Interview	August 9, 2019 at 09:00 AM

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce “No Objection Certificate” at the time of Interview.
4. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
6. Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.

7. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
8. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
9. **Only shortlisted candidates will be called for written test/Interview. Request for change in written test/ Interview schedule will not be entertained under any circumstances.**
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Incomplete applications will stand summarily rejected without assigning any reasons thereof.
12. Canvassing in any form will be a disqualification.

All candidates should submit the filled application in the prescribed format and Bio-data on the day of Walk-In-Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience, on August 08 & 09 at 09:00 AM at following address:

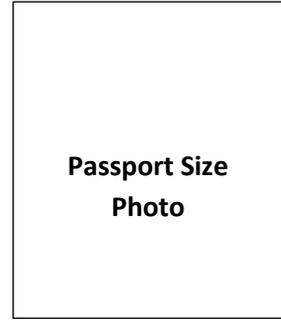
Research Section,
Room No. C-116, First Floor,
Medical College Building,
All India Institute of Medical Sciences,
Jodhpur

Other Terms and Conditions

1. Reporting time for candidate's starts at 09:00 AM on August 08 & 09, 2019 and closing time to report for interview is 10:00 AM on August 08 & 09, 2019, after which no additional candidates would be entertained for interview.
2. No TA/DA will be given for the same.
3. The above posts is filled-up on purely on temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent Employment under AIIMS/ICMR or continuation of his/her services in any other project.
4. **Age Relaxation:** Age relaxation for SC, ST and OBC candidates will be given against reserve posts only.
5. If candidate working in Government/Semi Government/PSU Institution- No Objection Certificate is must.

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 SC/ST/OBC category :
7. Permanent Address :
8. Address of Correspondence :
9. Email Address :
10. Phone No. Mobile _____ Landline No. _____
11. Qualification from High School and above :



S. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

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.						
3.						
4.						
5.						

I hereby declare that above information provided by me is correct to my knowledge and belief.

.....
(Signature of the Candidate)

Enclosures attached:-

- 1.
- 2.
- 3.