All India Institute of Medical Sciences (AIIMS), Jodhpur
Department of Anaesthesiology and Critical Care

File No.: 10

Dated: 14-08-2025

Subject: To build the capacity of palliative care services in the 10 hospitals in North India to reduce suffering in patients with chronic debilitating conditions.

Applications in the prescribed format are invited for the following post on purely temporary basis in Extramural Research Project titled " To build the capacity of palliative care services in the 10 hospitals in North India to reduce suffering in patients with chronic debilitating conditions" under Principal Investigator Dr. Manoj Kamal, Professor, Department of Anesthesiology and Critical Care as per the details given below:

S. No.	Details	Information
a.	Name of the Post	Data Entry Operator Grade-B
b.	Number of Post	One (01)
c.	Essential Qualification	Graduate from a recognized institute with 1 year experience in data entry or any clerical work
d.	Age Limit	35 years (Maximum)
e.	Job Profile	- Work hours: 9:00 AM – 5:00 PM, Monday to Saturday (6 days/week) - Facilitate data entry - Data collection from peripheral hospitals - Field work - Any other work assigned by PI
f.	Desirable	- 1 year diploma in Computer Application - Good typing speed is essential
g.	Job Duration	8 months
h.	Place of Work	Jodhpur and data collection from other districts
i.	Monthly Salary	₹16,000/- per month (Consolidated)
j.	Date of Walk-in Interview	26-08-2025

All the candidates should report the below mentioned address at 9:00AM on the date of walk in interview and submit the duly filled application in the prescribed format and Bio-data on the day of Walk-In-Interview.
Candidates 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 etc.

Address:-
Room No. 534, Pain Clinic, B Block, 5th Floor, OPD Building
Department of Anesthesiology and Critical Care
All India Institute of Medical Sciences, Jodhpur

Dr. Manoj Kamal
Professor & Principal Investigator
Department of Anesthesiology and Critical Care
All India Institute of Medical Sciences, Jodhpur

डॉ. मनोज कमल
Dr. Manoj Kamal
आचार्य
Professor
निश्चेतना एवं गहन चिकित्सा विभाग
Department of Anaesthesiology & Critical Care
अखिल भारतीय आयुर्विज्ञान संस्थान, जोधपुर
All India Institute of Medical Sciences, Jodhpur

GENERAL TERMS & CONDITIONS:

Reporting time for candidate's starts at 09:00 AM on 26th August 2025 and closing time to report for interview is 10:00 AM on the same day, after which no additional candidates would be entertained for interview.

1. The above posts are 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, Jodhpur or continuation of his/her services in any other project.

2. No enquiries shall be entertained in this regard after due date.

3. All educational professional and technical qualification should be from a recognized Board/ University and full-time.

4. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.

5. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.

6. No TA/DA will be admissible to appear in the interview.

7. This position will be purely on temporary/contractual basis for the specified period of time and based on project.

8. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.

9. Canvassing in any form will be a disqualification.

10. Age concession to the extent of service rendered in other research projects may be admissible for experienced and skilled persons on case to case basis. **(Only Applicable for ICMR Project)**

11. Age / Education qualification / Experience will be considered till the last date of the advertisement.

12. The contract service will not confer any right for further assignment or regular appointment in the institute.

13. Please note that all the essential qualifications and experience certificates are required to enclose with the application form. Otherwise, the application will be considered incomplete.

14. Candidate should be prepared for flexible working hours.

*Note: - The Competent Authority reserves the right to conduct a Screening/Scrutiny Test depending on the number of applicants.

FORMAT FOR APPLICATION

| Passport Size |
| Photo |

1. Name of the Post*:

2. Advertisement File No. & Date*:

3. Name of the Candidate*:

4. Father's Name:

5. Date of Birth*:

6. Age:

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.