File no. AIIMS/JDH/SPH/2024/2039   Dated: **17/09/2024**

<u>**RESEARCH PROJECT RECRUITMENT NOTICE**</u>

Project name: **Developing cost effective strategies to strengthen and implement tobacco control policies related to bidi.**

Funding Agency: **Bloomberg Initiative to Reduce Tobacco Use**

Subject: **Recruitment for the following post on purely temporary basis in Research under above mentioned Project**.

Applications in the prescribed format are invited for the following post on purely temporary basis for the Research Project titled **"Developing cost effective strategies to strengthen and implement tobacco control policies related to bidi",** under Principal Investigator **Dr. Pankaj Bhardwaj**, Academic Head, School of Public Health, Professor, Department of Community Medicine & Family Medicine, AIIMS, Jodhpur as per the details given below:

S.N.	Designation	No of Post	Essential Qualification	Monthly salary	Date of Interview
1.	**Admin cum Finance Officer**	1	**Essential Qualification:** BCA or equivalent graduation in any discipline with relevant certification in computer applications. **Desirable:** Experience of handling financial and administrative tasks such as financial reporting, scheduling and documenting meetings, etc., & having good operational knowledge of computers. **Job Responsibility:** Handling documents, financial reporting, maintaining project accounts and spreadsheets, scheduling meetings, and coordination of project activities to ensure smooth project operations.	Rs. 26,321/-	28/09/2024

*Tenure of this post will be up to 12 Months.

 • 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 **28th September 2024** at **09.00 AM** at the following address:

   Room No. 220, School of Public Health, 2nd Floor, Academic Block, AIIMS Jodhpur.

Dr. Pankaj Bhardwaj

Principal Investigator
Academic Head, School of Public Health
Professor, Dept. of CM&FM
AIIMS Jodhpur

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidate's starts at **09:00 AM on 28th September 2024** 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.
2. 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.
3. No enquiries shall be entertained in this regard after due date.
4. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
5. The experience requirement specified should be experience acquired after obtaining theminimum educational qualifications required for the post.
6. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
7. No TA/DA will be admissible to appear in the interview.
8. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
9. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
10. Canvassing in any form will be a disqualification.
11. **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)**
12. Age / Education qualification / Experience will be considered till the last date of the advertisement.
13. The contract service will not confer any right for further assignment or regular appointment in the institute.
14. **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.**

FORMAT FOR APPLICATION

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.

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(Signature of the Candidate)

Enclosures attached: -
1.

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