

Research Project Recruitment Notice

File No.: 814 AIIMS/COE/2024

Dated: 16/11/2024

Subject: Recruitment for the following post on purely temporary basis in the Project titled “**Satellite Centre for Tribal Health and Research (STHR)**”.

Applications in the prescribed format are invited for the following post on purely temporary basis for the Project titled “Satellite Centre for Tribal Health and Research (STHR)”, under Principal Investigator Dr. Kuldeep Singh, Professor & Head, Department of Pediatrics, AIIMS, Jodhpur as per the details given below:

1.	Name of the Post	Project Officer
	Number of Post	01 (One)
	Essential Qualification	Graduate in any discipline with 5 years experience of Administration/Finance and Account work.
	Job Profile	Routine administrative and financial tasks related to the project including managing expense reports and reimbursements, entering financial transactions into databases and reconciling invoices. Help process documents and manage accounts. Perform various tasks related to billing and payroll, file paperwork, etc. Post graduate degree in Commerce Previous experience of working in community-based research projects.
	Desirable	Post graduate degree in Commerce. Proficiency in English language (both reading and writing). Proficiency in MS Word, Excel, PowerPoint and Statistical Software.
	Job duration	Initially for a period of 6 Months may be extended based on performance and requirement of the project.
	Place of work	AIIMS Jodhpur & Sirohi Rajasthan
	Monthly salary	₹32,000/- (Consolidated)
	Date of Walk in Interview	Nov 26, 2024

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

All the candidates should report to the below mentioned address at 10:00 AM on the date of walk in interview (**26/11/2024**) 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:- Skill and Innovation Centre, First Floor, Behind the College of Nursing,
All India Institute of Medical Sciences, Basni, Phase-II, Jodhpur - 342005**

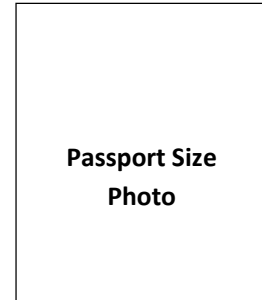
Dr. Kuldeep Singh
Principal Investigator
Professor & Head,
Dept of Pediatrics,

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidate's starts at **10:00 AM** and closing time to report for interview is **11:00 AM on 26/11/2024**, after which no additional candidates would be entertained for interview.
2. The above posts are filled-up on purely on a 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 the due date.
4. All educational professional and technical qualifications should be from a recognized Board/ University and full-time.
5. The experience requirement specified should be experience acquired after obtaining the minimum 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, including (SC/ST candidates).
8. This position will be purely on a temporary/contractual basis for the specified period of time and based on the project duration.
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 skilled persons on case to case basis
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 be enclosed 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. Category:
8. Permanent Address:
9. Address of Correspondence:
10. Email Address:
11. Phone No. _____
12. Qualification from High School and above:



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

13. 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.