



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

File No.: AIIMS/RES(07)/2020/552

Dated: 26/03/2021

Subject: Recruitment for the following post on purely temporary basis in the Extramural Research Project titled “Effect of 'Kriya Yoga' on brain oscillations and perceived stress in health care providers, during COVID-19 Pandemic: A Pilot Study”.

Applications in the prescribed format are invited for the following post on purely temporary basis for the Extramural Research Project titled “Effect of 'Kriya Yoga' on brain oscillations and perceived stress in health care providers, during COVID-19 Pandemic: A Pilot Study”, under Principal Investigator Dr. Pooja Ojha, Assistant Professor, Department of Physiology, AIIMS, Jodhpur as per the details given below:

S. No.	Details	Requirement information
	Name of the post	Data Entry Operator
	Number of post	One (UR)
	qualification	Essential: Bachelor degree from recognized institute university: Should have a good knowledge of computer for data entry Desirable: Previous experience of working in medical research project related to electrophysiological recording such as EEG, Autonomic testing
	Age	18- 30 years (maximum)
	Job profile	<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 background information and documentation for meetings• Responsible for organizing files, collecting and managing data to be entered into the computer
	Skills	<ul style="list-style-type: none">• Good communication skills• Good understanding of needs for project and job responsibilities.• Computer skills including proficiency in use of Microsoft Office applications
	Job duration	One year
	Place of work	Department of Physiology, AIIMS Jodhpur
	Monthly consolidated emoluments	₹17,000/- per month (Consolidated)

Suitable Candidates are advised to send his/her duly filled application form by Email, along with all relevant self-attested documents regarding age, qualifications, cast certificate (central) and relevant experience, on or before April 25, 2021 till 05:00 PM.

NOTE: Applicants must fill up all the columns of application form properly. Single/consolidated **SCANNED PDF** of the signed application along with its enclosures and complete in all respects should be mailed to the recruitment.researchaiims@gmail.com

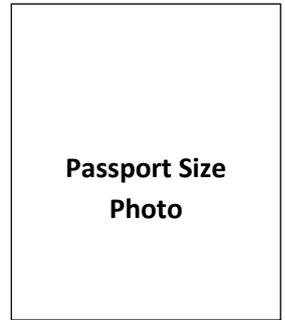
GENERAL TERMS & CONDITIONS:

1. Incomplete applications or applications received after due date will not be considered.
2. Screening will be done on the basis of suitability of the candidate as per the project requirement.
3. Only shortlisted candidates will be called for interview.
4. No enquiries shall be entertained in this regard after due date.
5. **Last date of receiving the application is April 25, 2021 at 5:00 PM by Email.**
6. Interview date will be intimated later. List of eligible candidates for the interview will be posted on the website of AIIMS Jodhpur and candidate informed by email.
7. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
8. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
9. Persons working in Govt. or Public Sector undertaking should produce “No Objection Certificate” at the time of Interview.
10. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
11. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
12. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
13. Canvassing in any form will be a disqualification.
14. **Age Relaxation:** Age relaxation for SC, ST and OBC candidates will be given against reserve posts only
15. Age / Education qualification / Experience will be considered till late date of the advertisement.

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

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. Mobile _____ Landline 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.

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(Signature of the Candidate)

Enclosures attached: -

- 1.
- 2.
- 3.