



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

File No.: AIIMS/RES(07)/2020/505

Dated: 22/01/2021

Subject: Recruitment for the following posts on purely temporary basis in the Extramural Research Project titled “Iron Status in Healthy Term Breastfed Infants in Early Infancy: A Prospective Cohort Study”.

Applications in the prescribed format are invited for the following post on purely temporary basis for the Extramural Research Project titled “Iron Status in Healthy Term Breastfed Infants in Early Infancy: A Prospective Cohort Study”, under Principal Investigator Dr. Neeraj Gupta, Additional Professor, Department of Neonatology, AIIMS, Jodhpur as per the details given below:

S No.	Details	Requirements/Information
1	<b>Post</b>	Data Entry Operator
	<b>Number</b>	One (UR)
	<b>Age</b>	18-30 Years
	<b>Location of position</b>	AIIMS, Jodhpur
	<b>Qualifications</b>	<b>Essential:</b> Graduation degree from recognized University with computer diploma (Duration six months minimum) from a recognized institute or equivalent. <b>Desirable:</b> A speed test of not less than 15000 key Depression per hour for data entry work
	<b>Duration of post</b>	15 months
	<b>Monthly salary</b>	Rs 17,000/- total (consolidated)
	<b>Job profile</b>	<ul style="list-style-type: none"><li>• The Data Entry Operator will be responsible for:</li><li>• Entering data into database, manage and maintain effective record keeping data</li><li>• 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</li><li>• Provide admin support to conferences, workshops and project related field visits</li><li>• Keeping track of projects with updated reports</li><li>• Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings</li><li>• Responsible for organizing files, collecting and managing data to be entered into the computer</li></ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required</li> <li>• Good understanding of needs for project and job responsibilities.</li> <li>• Computer skills including proficiency in use of Microsoft Office applications</li> <li>• Good organizational behavior and problem solving skills</li> <li>• Well versed in recording the data</li> <li>• Ability to establish and maintain effective working relationships with co-workers, managers, investigators</li> <li>• Good spelling, grammar, and punctuation skills</li> </ul>
---------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2.	<b>Post</b>	<b>Junior Nurse</b>
	<b>Number</b>	Four (2-UR, 1-EWS, 1-OBC)
	<b>Age</b>	18-30 Years
	<b>Location of position</b>	AIIMS, Jodhpur
	<b>Qualifications</b>	<b>Essential:</b> Diploma in Nursing & Midwifery (3 years course) / BSc (Nursing) <b>Desirable:</b> At least with 1 years of experience in clinical trials / research projects
	<b>Duration of post</b>	8 months
	<b>Monthly salary</b>	Rs 18,000/- total (consolidated)
	<b>Job profile</b>	<ul style="list-style-type: none"> <li>• The study nurse (round the clock shift duties) will be responsible for:</li> <li>• Pre-screening of all mothers admitted in labour room for delivery</li> <li>• Giving all information about study to parents/Guardians and to explore whether they are interested in participating in the study</li> <li>• To screen the baby for inclusion criteria, obtain consent for study</li> <li>• To monitor the baby record vitals and carry out orders as prescribed by resident doctors</li> <li>• To fill CRF form for all enrolled babies</li> <li>• Compile clinical data and enter it into a database</li> <li>• Must be able to evaluate the material and work effectively with other researchers</li> <li>• Assisting the Research Assistant and Data Entry Operator in conducting this study</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer skills including proficiency in use of Microsoft Office applications</li> <li>• Ability to establish and maintain effective working relationships with co-workers, managers, investigators</li> <li>• Good understanding of needs for project and job responsibilities</li> <li>• Adaptable approach with Effective communication and organizational skills</li> <li>• Coordinates the day to day management of the research portfolio</li> </ul>	

3.	<b>Post</b>	<b>Research Assistant</b>
	<b>Number</b>	One (UR)
	<b>Age</b>	18-30 Years
	<b>Location of position</b>	AIIMS, Jodhpur
	<b>Qualifications</b>	<p><b>Essential:</b> Post-graduation in Life Science <b>OR</b> Graduation in Science from recognized university with three years' experience <b>OR</b> BDS/MBBS</p> <p><b>Desirable:</b> At least with 1 years of experience in clinical trials / research projects</p>
	<b>Duration of post</b>	16 months
	<b>Monthly salary</b>	Rs 31,000/- total (consolidated)
	<b>Job profile</b>	<ul style="list-style-type: none"> <li>• The Research Assistant will be responsible for:</li> <li>• Will act as in-charge of the entire project and will ensure its smooth conduction till the submission of the final report.</li> <li>• To follow-up all infants from labour room to discharge and to collect and fill corresponding details in CRF</li> <li>• To call infants telephonically and ensure their regular follow-up in OPD till first 6 months of age till time of completion of this study</li> <li>• To ensure and co-ordinate blood sampling from discharge till 6 months of age of both mother and infant</li> <li>• To collect all medical reports of both mother and infant and ensure its entry into CRF</li> <li>• To fill the missing details in CRF form for all enrolled babies and ensure their completeness</li> <li>• To ensure real time data collection and ensuring completion on daily basis</li> <li>• To make mid-term and final report</li> <li>• Must be able to evaluate the material and work effectively with other research staff</li> <li>• Assisting the Research Nurse and Data Entry Operator in conducting this study</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer skills including proficiency in use of Microsoft Office applications</li> <li>• Ability to establish and maintain effective working relationships with co-workers, managers, investigators</li> <li>• Good understanding of needs for project and job responsibilities</li> <li>• Adaptable approach with Effective communication and organizational skills</li> <li>• Coordinates the day to day management of the research portfolio</li> </ul>	

Suitable Candidates are advised to send his/her duly filled application form by Email, along with all relevant self-attested documents regarding age, qualifications and relevant experience, on or before February 21, 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](mailto:recruitment.researchaiims@gmail.com)

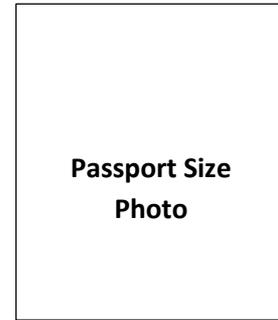
**GENERAL TERMS & CONDITIONS:**

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 February 21, 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.

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 Date:
3. Name of the Candidate:
4. Father's Name
5. Date of Birth:
6. Age:
7. Whether belongs to SC/ST/OBC category:
8. Permanent Address:
9. Address of Correspondence:
10. Email Address:
11. Phone No. Mobile \_\_\_\_\_ Landline No. \_\_\_\_\_
12. Qualification from High School and above:



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

13. Experience (Post Qualification):

<b>S. No.</b>	<b>Post</b>	<b>Name of the Institution</b>	<b>From (DD/MM/YY)</b>	<b>To (DD/MM/YY)</b>	<b>Total Experience</b>	<b>Duties &amp; Responsibility</b>
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.