



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL

Saket Nagar, Bhopal – 462020 (MP)

Website: [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

Advertisement No: AIIMS Bhopal/CFM/Projects/SK/ ICMR Health Literacy/04

Dated 12/09/2019

## Recruitment of Contractual Staff in ICMR funded Ad-hoc New Scheme project

1. Eligible candidates are invited to apply for the **WRITTEN & SKILL TEST** on dates mentioned below for the following posts on purely **contractual basis** in the extramural research project funded by Indian Council of Medical Research (ICMR) titled “*Health literacy among vulnerable socio-economic groups of Madhya Pradesh, readability assessment of IEC materials in public domain and development of optimal evidence-based health information*” under Dr. Sanjeev Kumar, Principal Investigator and Associate Professor in the department of Community & Family Medicine at AIIMS Bhopal.

| S.No. | Name of Post and pay scale | Number of posts | Consolidated pay      | Age not exceeding | Duration | Date of Test |
|-------|----------------------------|-----------------|-----------------------|-------------------|----------|--------------|
| 1.    | Field Assistants           | 4 (3UR, 1 OBC)  | Rs. 17000/- per month | 28 years          | 7 months | 24.09.2019   |
| 2.    | Data Entry Operator        | 1 UR            | Rs. 17000/- per month | 25 years          | 9 months | 24.09.2019   |

### 2. Eligibility & Job Requirements:

| S. No. | Post Name           | Essential Qualifications   | Desirable Qualifications / Experience             | Job Description*   |
|--------|---------------------|--|---|--|
| 1.     | Field Assistants    | High school* or equivalent with <b>five</b> years’ experience in healthcare or social work from Government institute OR recognized institute or certificate of one year training in the healthcare or social work or ITI or National Trade certificate of National Council for Vocational Training and successful completion of ATS in relevant trade from a Government recognized board.<br><b>*Intermediate with science subject and BSc shall be treated as equivalent to 2 and 3 years’ experience respectively.</b> | Worked in a health project in community settings. | Collection of data in various villages and urban areas of Madhya Pradesh. Frequent travel between Bhopal and field sites may also be required.     |
| 2.     | Data Entry Operator | Intermediate or 12 <sup>th</sup> pass from recognized board. A speed test of not less than 15000 key depressions per hour through speed test on computer   | Worked in health project.                         | Transcription of interviews; Entry of quantitative data related to project, aiding in communications with various stakeholders and record-keeping. |

\*Other works as assigned by PI

3. **Age Concession:** Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.
4. The date of interview would be used as the cut-off for calculation of age to consider eligibility.
5. **Reporting Venue:** Department of CFM, Second Floor, Medical College Building, AIIMS Bhopal. No TA/DA will be paid for attending the walk-in-written test.
6. **Time of Written Test & Skill test:** All the candidates should report on the date indicated against the post not later than **10:00 am**.
7. The candidates should bring the following documents at the time of test –
  - a. Duly filled application form
  - b. Self-attested photocopies of proof of date of birth (birth certificate/ class 10<sup>th</sup> certificate), mark-sheets for the eligibility qualifications, degrees/diploma, experience certificate, caste certificate along with non-creamy layer certificate as per rules if applicable, and other relevant testimonials.
8. The candidates need to report with original documents for verification both at the time of test and joining (if selected). Candidates found to have given false information/ documents would be rejected and appropriate legal action would be taken.
9. The examination would consist of multiple choice questions for Field Assistants in the subjects of General Science, General Analytical ability and knowledge of concerned area. For Data entry operator, skill test would be conducted.
10. The advertisement is hosted at the websites of AIIMS Bhopal ([www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in))
11. **Application Fees: Nil**

**Dr Sanjeev Kumar** MD, M.Med (Fam Med)  
**Associate Professor**  
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**All India Institute of Medical Sciences (AIIMS)**  
**Saket Nagar**  
**Bhopal-462020 (MP).**  
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## TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she doesn't fulfil essential eligibility criteria.
2. These appointments will be made from the staff strength sanctioned to the extra-mural project and employment in this extra-mural project will not vest any right to candidate for appointment within the sanctioned staff strength of AIIMS Bhopal or ICMR.
3. **Tenure:** The assignments are purely on contract basis for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Bhopal or ICMR or for continued contractual appointment.
4. **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
5. **Leave:** The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing ad-hoc/ extramural / short term research projects as amended from time to time.
6. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
7. The candidate who is already in government service shall submit '**No Objection Certificate**' from the present employer at the time of walk-in-written test or interview.
8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
9. The candidate should bring along **original certificates** in support of his/her age, educational/ professional qualification, experience etc., two recent passport size colour photographs. One set of self-attested photocopies of the relevant documents would need to be submitted with the application form. Failing these, he/she will not be allowed to participate in the walk-in-written test or interview.
10. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
11. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.
12. Canvassing of any kind will lead to disqualification.
13. Private practice of any type is prohibited.
14. S/he can be posted at any place as per the requirement of the project including rural areas / field sites.
15. S/he is expected to conform to the rules of conduct and discipline as applicable to the institute employees.

16. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
17. The candidate should not have been convicted by any Court of Law.
18. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
19. Applications incomplete in any aspect will be summarily rejected.
20. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
21. All information / updates pertaining to this advertisement including date of written examination, result, joining etc will be displayed on the AIIMS Bhopal ([www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)) website and notice board of department of CFM of the institute.
22. No individual intimation may be sent by the AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
23. All disputes will be subject to jurisdictions of Court of Law at Bhopal.

**Dr Sanjeev Kumar MD,M.Med(FamMed)**

**Principal Investigator**

**Department of Community & Family Medicine**

**Room No 17, 2<sup>nd</sup> Floor, Medical College Building**

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