



अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल
All India Institute of Medical Sciences Bhopal

WALK - IN- INTERVIEW

Eligible candidates are invited to attend Walk-In-Interview on the following dates for Pediatric Oncology Social Worker cum Data entry operator post approved by Director, AIIMS, Bhopal, in collaboration with Jiv Daya Foundation (JDF) project, a private non-for-profit, non-governmental foundation, for Capacity Building in Pediatric Oncology under department of Pediatrics, AIIMS, Bhopal. Interested candidates are requested to share latest CV along with recent photograph to narendra.pediatrics@aiimsbhopal.edu.in mentioning the title in the subject line latest by 24th March 2020.

The essential qualification, experience, consolidated salary and service tenure are as under:-

Project Name	Capacity Building in Paediatric Oncology in the department of Pediatrics in AIIMS, Bhopal.
Post Name	Pediatric Oncology Social Worker cum Data entry operator
Resource requirement	One
Upper age limit	40 Yrs
Education	Master in Social Work or Psychology,
Experience	At least one year of working experience and savvy with Microsoft Office. Communication skills in Hindi and English is mandatory. The person should be self-starter and be willing to contribute to the projects' objectives. Experience of working in Paediatric Oncology will be preferred
Location	AIIMS, Bhopal, MP
Proposed Salary	18,000/- (Consolidated)
Tenure	One year
Date and venue of Interview	Venue: Department of Pediatrics, 1st Floor, Hospital Building, AIIMS Bhopal Time: 10.00 AM to 1.00 PM Reporting Time: 9.30 AM Date of interview- 27 th March 2020

Responsibilities:

1. To offer optimal psychosocial and socio-economic support to the patients and their families:
 - a. Counseling at the time of diagnosis:
 - b. Psychosocial support:
2. To assure the follow-up of patients:
 - a. Making appointments and taking care of their follow Ups
 - b. Preventing abandonment:



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3. To mobilize funds from governmental and non-governmental schemes.
4. Navigating patients through the hospital systems
5. Facilitate interactions between patients and physicians
6. Communications with school
7. Arrange social functions

Terms and Conditions:

1. The candidate should bring along original certificates in support of his/her age, educational/ professional qualification, experience etc., two recent passport size colour photographs and a one set of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the walk-in-interview.
2. These are tenure vacancies under funded project and are not employment on AIIMS Bhopal pay roll. Employment will automatically terminate upon completion of the project and there is no liability for permanent employment on AIIMS, Bhopal or the concerned department. Also the candidates have no right to claim permanent employment based on this job.
3. No TA/DA will be paid for attending the interview.
4. 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 does not fulfil essential eligibility criteria.
5. 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.
6. Leave: The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing extramural / short term research projects as amended from time to time.
7. Accommodation: No hostel or any other accommodation will be provided by the Institute / Jiv Daya foundation.
8. The candidate who is already in government service shall submit 'No Objection Certificate" from the present employer at the time of walk-in-interview.
9. Canvassing of any kind will lead to disqualification.



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10. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
11. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
12. The candidate should not have been convicted by any Court of Law.
13. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully 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.
14. Applications incomplete in any aspect will be summarily rejected.
15. 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.
16. All information / updates pertaining to this advertisement including date of interview, result, joining etc will be displayed on the AIIMS Bhopal website which is www.aiimsbhopal.edu.in
17. 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.
18. All disputes will be subject to jurisdictions of Court of Law at Bhopal.
19. The undersigned reserves right of cancellation of recruitment process any time, defer joining or reduce the period of engagement without assigning any reason for the same.

Prof. Shikha Malik
Head of the Department
Department of Pediatrics
AIIMS Bhopal