



All India Institute of Medical Sciences, Bhopal
Saket Nagar, Bhopal (MP) 462 020

Recruitment of Contractual Staff in ICMR funded extramural project

Applications for the following posts are invited for the eligible candidates on purely temporary or contractual basis in the extramural research project **Indian Council of Medical Research (ICMR) funded “Task Force on Rational Use of Drugs”** under Dr Balakrishnan S, Principal Investigator

Name of the Post	Scientist D
Number of Post	ONE (01)
Project	Task Force on Rational Use of Drugs
Essential Qualification	Post Graduates degree (MD/MS/DNB) with 5 years R & D/ teaching experience OR Postgraduates diploma in Medical Subjects with six years R & D/ teaching experience OR MBBS Degree recognized by MCI with 8 years (R & D)/ teaching experience
Desirable Qualification	MD in the Pharmacology/Medicine/Pediatrics from a recognized university
Age limit	45 years
Emoluments	Rs. 67,000/- + HRA@ 5800/- Month (As per ICMR Rule)
Job Description	<ul style="list-style-type: none"> • The position is purely temporary • Assist in activities related to promoting rational use of medicines • Technical competence to do prescription audit and related data management • Training and teaching the junior staff and other health care professionals • Assisting in research activities relating to the project. • Any other duty assigned by the PI/Co-PI from time to time
Duration	One year (may be extended)

Name of the Post	Data Entry Operator
Number of Post	ONE (01)
Project	Task Force on Rational Use of Drugs
Essential Qualification	Intermediate or 12th pass in science stream from recognized board with DOEACC ‘A’ level from a recognized institute and / or 2 years’ experience in electronic data processing work in Government, Autonomous, PSU or any other recognized organization. A speed test of not less than 15000 key depressions per hour.
Desirable Qualification	Experience of working in hospital / health care setting having familiarity with medical terminology.

In case of any queries please contact-office.pharmacology@aiimsbhopal.edu.in



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Age limit	28 years
Emoluments	17,000/- per month (consolidated)
Job Description	<ul style="list-style-type: none">• Entering the offline data into the system within time limits with good accuracy level.• Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.• Comply with data integrity and security policies.• Review data for deficiencies or errors, correct any incompatibilities if possible and check output.• Scan documents and print files when needed.• Keep information confidential.• Generate reports, store completed work in designated locations and perform backup operations• Ensure proper use of office equipment and address any malfunction• Assisting in research activities relating to the project.• Any other duty assigned by the PI/Co-PI from time to time
Duration	One year (may be extended)

2. **Selection Venue:** Department of Pharmacology, AIIMS Bhopal

3. **Age Concession:** Age relaxation is admissible as per Govt. of India rules. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.

4. I. Date and Time of Interview for Scientist D:

a. Last date for sending the resume- November 22, 2019

b. All resumes to be sent on the email ID – office.pharmacology@aiimsbhopal.edu.in

c. Modality of selection-By interview. If the number of candidates is more than 15, then a screening test for short listing may be conducted prior to interview.

d. All the candidates should report for the interview on November 28, 2019, not later than 10:00 AM.

II. Date and Time of Test for Data Entry Operator:

a. Last date for sending the resume- November 22, 2019

b. All resumes to be sent on the email ID – office.pharmacology@aiimsbhopal.edu.in

c. Modality of selection-A written test consisting of multiple choice questions, followed by skill test as outlined above

d. All the candidates should report for written test followed by skill test on December 03, 2019, not later than 10:00 AM.

b. Self-attested photocopies of proof of date of birth (class 10th certificate/ school leaving certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials.

5. Application Fees: Nil

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Format for application

1. Name of the post:
2. Whether applying for more than one post:
(Mention all posts applying for)
3. Advertisement number:
4. Name of the candidate:
5. Date of birth:
6. Category:
7. Permanent address:
8. Address for correspondence:
9. Email address:
10. Qualification from Matriculation/ High school and above:

S.no	Qualification	Name of the board /university	Year of passing	Percentage of marks

9. Experience post qualification:

S.no	Post	Name of the Institution	From (date/month/year)	To (date/month/year)	Total experience	Duties/responsibilities

I hereby declare that above information provided by me is correct to my knowledge and belief.

Place -----

Date -----

Signature of the candidate



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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 do not 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 NHM.
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. The date of joining will be intimated to the selected candidates as per the requirement of the project.
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 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.
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 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-written test.
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. He / She can be posted at any place as per the requirement of the project including rural areas / field sites.
15. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.



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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 dates, result, joining etc will be displayed on the AIIMS Bhopal website which is www.aiimsbhopal.edu.in
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.

Dr Balakrishnan S
(Principal Investigator)
Professor & Head,
Department of Pharmacology
AIIMS, Saket Nagar, Bhopal