



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

File No.: AIIMS/RES(09)/2022/714

Dated: 07/05/2022

Subject: Recruitment for the following post on a purely temporary basis in the Extramural Research Project titled “Prioritizing hypertension control and care by strengthening primary health care”.

Applications in the prescribed format are invited for the following post on a purely temporary basis for the Extramural Research Project titled “Prioritizing hypertension control and care by strengthening primary health care”, under Principal Investigator Dr. Pankaj Bhardwaj, Additional Professor, Department of Community Medicine & Family Medicine, AIIMS, Jodhpur as per the details given below:

S. No.	Details	Requirements/Information
1.	a. Name of the Post	Admin cum Finance Assistant
	b. Number of Post	01 (UR)
	c. Essential Qualification	M.Com with 3 years of experience of administration/finance and accounts work
	d. Age Limit	35 Year (Maximum)
	e. Job Profile	Routine administrative and financial tasks related to the project including managing expense reports and reimbursements, entering financial transactions into databases and reconciling invoices. Help process documents and manage accounts. Perform various tasks related to billing and payroll, file paperwork, and scan documents.
	f. Desirable	Previous experience of working in community-based research projects. Proficiency in Hindi and English language (both reading and writing). Proficiency in MS Word, Excel, PowerPoint and Statistical Software.
	g. Job duration	1 Year
	h. Place of work	Jodhpur
	i. Monthly salary	₹40,000/- PM
	j. Date & Time of Walk in Interview	25/05/2022 at 9:00 AM

All candidates should submit the filled application in the prescribed format and Bio-data on the day of Walk-In-Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience, on **May 25, 2022** at following address:

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

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidate's starts at **09:00 AM on May 25, 2022** and closing time to report for interview is **10:00 AM on May 25, 2022**, after which no additional candidates would be entertained for interview.
2. The above posts are filled-up on purely on temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent Employment under AIIMS or continuation of his/her services in any other project.
3. No enquiries shall be entertained in this regard after due date.
4. Post may increase/decrease as per requirement and at the sole discretion of Research Section, AIIMS, Jodhpur.
5. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
6. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
7. **Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of the Interview.**
8. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
9. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Canvassing in any form will be a disqualification.
12. **Age Relaxation:** Age relaxation for SC, ST and OBC candidates will be given against reserve posts only. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.
13. Age / Education qualification / Experience will be considered till late date of the advertisement.

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. Employment Status:
9. Permanent Address:
10. Address of Correspondence:
11. Email Address:
12. Phone No. Mobile _____ Landline No. _____



13. Qualification from High School and above:

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

14. 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.

.....
(Signature of the Candidate)

Enclosures attached: -

- 1.
- 2.
- 3.