



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

File No.: AIIMS/RES(08)/2021/649

Dated: 01/10/2021

Subject: Recruitment for the following posts on purely temporary basis in the Bloomberg Initiative to Control Tobacco Use Grants Program through The Union, Funded Research Project, titled "**Mapping the entire bidi trade in the seven largest bidi producing states, and identify gaps in legal and illicit bidi manufacture**".

Applications in the prescribed format are invited for the following posts on purely temporary basis for the Research Project titled "**Mapping the entire bidi trade in the seven largest bidi producing states, and identify gaps in legal and illicit bidi manufacture**" under Principal Investigator Dr. Pankaj Bhardwaj, Additional Professor, Department of Community Medicine & Family Medicine & MPH Program Coordinator, School of Public Health, AIIMS, Jodhpur as per the details given below:

| S. No. | Details | | Requirements/Information |
|--------|---------|-------------------------|---|
| 1. | a. | Name of the Post | Research Associate |
| | b. | Number of Post | 01 (UR) |
| | c. | Essential Qualification | MPH/MBA/PGDHM (Health Management) with two years research experience OR PhD |
| | d. | Age Limit | 45 years |
| | e. | Job Profile | Research Associate will work under the Principal Investigator for carrying out the task related to the project and must be able to conduct review of literature, carry out data collection, statistical analysis, report writing etc. |
| | 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, can be extended further |
| | h. | Place of work | Jodhpur primary location, with travel to locations across the country |
| | i. | Monthly salary | ₹51,375/- (Consolidated) |

| S. No. | Details | | Requirements/Information |
|--------|---------|-------------------------|---|
| 2. | 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 years |
| | 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, can be extended further |
| | h. | Place of work | Jodhpur primary location, with travel to locations across the country |
| | i. | Monthly salary | ₹30,825/- (Consolidated) |

| | | | |
|----|----|-------------------------|---|
| 3. | a. | Name of the Post | Data Analyst |
| | b. | Number of Post | 01 (UR) |
| | c. | Essential Qualification | Intermediate or 12 th pass from a recognized board with RS-CIT and more than 4 years' experience. |
| | d. | Age Limit | 28 years |
| | e. | Job Profile | Providing data and analysis that helps deliver projects to time and budget. Provide information to evaluate and prioritize milestones, ensures smooth delivery and supports objective assessment of the project at completion. Mining data from primary and secondary sources, then reorganizing said data in a legible format. |
| | f. | Desirable | English Stenography from a recognized institution |
| | g. | Job duration | 1 year, can be extended further |
| | h. | Place of work | Jodhpur primary location, with travel to locations across the country |
| | i. | Monthly salary | ₹20,550/- (Consolidated) |

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 October 23, 2021 at 09:00 AM at following address:

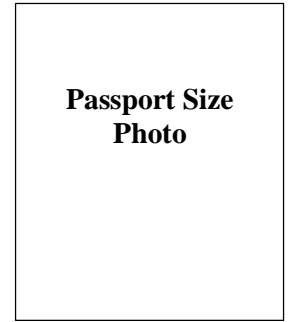
Research Section,
Room No. C-116, First Floor,
Medical College Building,
All India Institute of Medical Sciences,
Jodhpur

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidate's starts at 09:00 AM on October 23, 2021 and closing time to report for interview is 10:00 AM on October 23, 2021, 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, Jodhpur 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 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
13. Age / Education qualification / Experience will be considered till late date of the advertisement.

FORMAT FOR APPLICATION

1. Name of the Post:
2. Advertisement File No. & Date:
3. Name of the Candidate:
4. Father's Name:
5. Date of Birth:
6. Age:
7. Category:
8. Permanent Address:
9. Address of Correspondence:
10. Email Address:
11. Phone No. Mobile _____ Landline No. _____
12. Qualification from High School and above:



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

13. 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.

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(Signature of the Candidate)

Enclosures attached: -

- 1.
- 2.