

RESEARCH PROJECT RECRUITMENT NOTICE

Ref. No.: AIIMS/JDH/SPH/2025/3184

Date: 08/09/2025

Project Name: Strengthening gender equity in civil registration and vital statistics services in the state of Rajasthan, India.

Subject: Recruitment for the following post on purely temporary basis in Extramural Research under above mentioned project.

Applications in the prescribed format are invited for the following post on purely temporary basis in extramural research project titled “**Strengthening gender equity in civil registration and vital statistics services in the state of Rajasthan, India.**” under Principle Investigator **Dr. Manoj Kumar Gupta**, Additional Professor, Department of Community Medicine & Family Medicine, AIIMS, Jodhpur as per the details given below:

S.No.	Designation	No. of Post	Qualification	Monthly Salary	Tenure
1	Finance & Administrative Officer	01	Essential: Graduate in any discipline with minimum 1 year experience in the Public Health Projects. Job Location: Jodhpur Job Profile: <ul style="list-style-type: none">● Maintaining accounts, statement of expenditure, Income and Expenditure, vouchers of expenditure, purchase and payments and other financial transactions and assign entries to proper accounts.● Prepare and review periodic reports that compare budgeted costs to actual costs.● Maintaining consumables and non-consumables stock register.● Provide basic technical support to team members as and when required.● Organizing interviews, conferences/workshops/seminars etc.● Field Work● Any assigned work designated by the Investigator	20,000	4 Month

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 **16 September 2025 at 09.30 AM** at the following address:

Room No. 220, School of Public Health, 2nd Floor, Medical Collage, AIIMS Jodhpur.

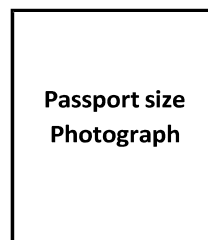
Sd/-
Dr. Manoj Kumar Gupta
Principal Investigator

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidates starts at **09:00 AM** on relevant dates (**16/09/2025**) and the closing time to report for the interview is **09:30 AM** on the same day, after which no additional candidates would be entertained for the interview.
2. The above posts are filled-up on purely on a 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 the due date.
4. Post may increase/decrease as per requirement and at the sole discretion of the Principal Investigator, AIIMS, Jodhpur.
5. All educational professional and technical qualifications should be from a recognized Board/University.
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 a "No Objection Certificate" at the time of the Interview.
8. No TA/DA will be admissible to appear in the interview.
9. This position will be purely on a temporary/contractual basis for the specified period of time and based on the 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/Education qualification/Experience will be considered till the last date of the advertisement.
13. The contract service will not confer any right for further assignment or regular appointment in the institute.
- 14. The written examination will be conducted if the large number of eligible applications received.**
15. Please note that all the essential qualifications and experience certificates are required to be enclosed with the application form. Otherwise, the application will be considered incomplete.

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. Permanent Address*:
8. Address of Correspondence :
9. Email Address*:
10. Phone No. Mobile _____ Landline No. _____
11. Qualification from High School and above :



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

12. 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.