



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

File No.: AIIMS/REC./2024/111

Dated:- 18/06/2024

Subject: Recruitment for the following posts on a purely temporary basis in the Extramural Research Project titled “**Resource Centre/Hub under Health Technology Assessment.**”

Applications in the prescribed format are invited for the following posts on a purely temporary basis for the Extramural Research Project titled “**Resource Centre/Hub under Health Technology Assessment.**”, under Principal Investigator Dr. Kuldeep Singh, Professor & Head, Department of Pediatrics, AIIMS, Jodhpur as per the details given below:

S. N.	Designation	No of Post	Essential Qualification	Monthly salary	Tenure
1.	Administrative Assistant	01	Essential: Bachelor Degree in Computer Application/ Computer Sciences with 02 years of Experience from recognized institution in relevant field. OR Master Degree in Computer Application/ Computer Sciences. Responsibility: Will be responsible for all administrative activities like handling project accounts, auditing procurements, all documentation related to project, assisting project staff for administrative needs.	Rs. 30,000/- Age Limit 30 Years	06 Months

***Note:- The Competent Authority reserves the right to conduct a Screening/Scrutiny Test depending on the number of applicants.**

- 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 **relevant date (date of interview for the post will be on 28/06/2024 at 09:00 AM)** at following address:

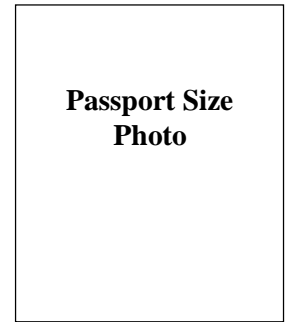
Recruitment Section,
Second Floor, Medical College Building,
All India Institute of Medical Sciences, Jodhpur

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidates starts at 09:00 AM on the **relevant date (28/06/2024)** and the closing time to report for the interview is 10:00 AM on the same day, after which no additional candidates would be entertained for the interview.
2. The above posts are filled 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 Research Section, AIIMS, Jodhpur.
5. All educational professional and technical qualifications 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 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 concession to the extent of service rendered in other research projects may be admissible for experienced and skilled persons on a case-to-case basis. **(Only Applicable for ICMR Project)**
13. Age / Education qualification / Experience will be considered till the last date of the advertisement.
14. **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. 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.

.....
(Signature of the Candidate)

Enclosures attached: -

- 1.
- 2.