



Department of Psychiatry

All India Institute of Medical Sciences, Patna-801507

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Letter no: AIIMS/Pat/Psy/2021/148

Date: 22/08/2021

Recruitment Notice

The following post is to be filled up on purely contractual basis for **Indian Council of Medical Research (ICMR)** funded research project with title "**Development and validation of an Indian instrument to assess severity of substance related problems**".

Sl. No.	Name of the Post	No. of Post and duration	Essential Qualification	Consolidated Salary	Upper Age limit
1	Data entry operator	01 (For one year)	Graduation in any discipline from recognized university. The candidates should possess a speed of not less than 8000 key depressions per hour on computer which will be adjudged on the basis of correct entry of all the key depressions in the computer as per the given text passage and the duration of the said test will be 15 minutes.	Rs. 17,000/- per month	30 Years

The above post is to be filled purely on contract basis for a period of 12 months. The candidates willing to apply may visit the institute's website i.e www.aiimspatna.org for detail information. Eligible candidates may apply on the attached proforma. The filled up application form along with certificate of age, qualification, experience should be emailed to projectpsychiatryaiims@gmail.com. **Last date of submission of application will be 15 days after the advertisement notice on institute webpage.** Eligible candidates will be called for interview through shared email mentioned above.

Dr. Rajeev Ranjan
Project Investigator
Assistant Professor
Department of Psychiatry
AIIMS, Patna-801507

Note: Email Subject should be "Application for the post of Data entry operator under ICMR Project No: 2018-2621"

TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material or information, he/she will be liable for removal from service and also such other action as the Government/ ICMR may deem necessary. Even after qualifying in the selection process the candidate may be rendered disqualified at the time of document verification if he/she does not fulfill essential eligibility criteria.
2. Tenure: The assignments are purely on contract basis for a period of 12 months. These Appointments will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS, Patna/ICMR or continued contractual appointment.
3. Expiry of Contract: The contract will automatically expire on completion of 12 months or earlier in case of withdrawal of support by funding agency. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
4. Leave: The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy as amended from time to time.
5. Accommodation: No hostel or any other accommodation will be provided by the institute.
6. Canvassing of any kind will lead to disqualification.
7. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
8. The appointment is full time and private practice of any type is prohibited.
9. The research project for which contractual appointment is being done requires office work.
10. He/ She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
11. The decision of the competent authority regarding the selection of the candidate will be final and No representation will be entertained in this regard.
12. 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.
13. Interview will be held at AIIMS Patna. No TA/DA will be paid for attending the same.
14. Informations pertaining to this advertisement will be displayed on the AIIMS website i.e www.aiimspatna.org.
15. No individual intimation will be sent by AIIMS Patna to applicants. It will be the responsibility of applicants to visit the institute website.
16. All disputes will be subjected to the jurisdictions of Court of Law at Patna, Bihar.

Application form for the post of Data Entry Operator

Department of Psychiatry, All India Institute of Medical Sciences Patna
Patna, Bihar Pin-801507(India)

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self
attested
latest
photograph

1. (a) Full Name (Block Letters):
(b) Sex: Male/Female
(c) Marital Status: Married/Unmarried
2. Father's/Husband's Name:
3. (a) Mailing Address:.....
.....
Mobile No.....Email id:
(b) Permanent Address:.....
.....

4. (a) Date of Birth:
5. Category: Gen/OBC/SC/ST (Attach attested copy of certificate)
6. State of Domicile:..... 7. Nationality:.....
8. Educational Qualification:

Examination Passed	Year of Passing	Percentage of marks	Class/Division	University/Institution
Matric/S.S.C.				
Intermediate				
Graduation				
Others				

9. Work Experience:

Post held (Indicate Temporary/ Permanent)	Period		Total Period			Pay Scale	Employer's Address
	From	To	Yrs.	Months.	days		

11. Present employment/Post held if any:.....
12. If selected, what notice period would you required before joining:.....

Date:

Place:

Signature of Candidate: