

(Annexure No. 6)



**All India Institute of Medical Sciences Rishikesh**  
अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश

[www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in)

File no. OTRS/27/2021-30

Date: 18/4/2022

**Advertisement for Data Entry Operator post on purely contractual basis in the Extramural Research Project “Uttarakhand Deaf-Mutism Registry with Multi-Centric-Descriptive-Exploratory Study to find out pre, peri- and post-natal risk factors and causes of delay in treatment of deafmutism in patients visiting tertiary care centres of Uttarakhand” \_ funded by Uttarakhand State Council for Science & Technology.**

Applications are invited for filling up of Data Entry Operator posts under Extramural Research Project “Uttarakhand Deaf-Mutism Registry with Multi-Centric-Descriptive-Exploratory Study to find out pre, peri- and post-natal risk factors and causes of delay in treatment of deafmutism in patients visiting tertiary care centres of Uttarakhand” funded by Uttarakhand State Council for Science & Technology on under Principal Investigator Dr. Manu Malhotra, AIIMS, Rishikesh purely on a contractual basis as per the below-mentioned details:

Serial No.	Designation	No. of Post	Essential Qualification	Desirable Qualification	Consolidated Fixed Emolument (per month)	Upper Age limit (In years)	Duration
1	Data Entry Operator	01	1. 12 <sup>th</sup> Standard pass or equivalent. 2. Should possess a speed of not less than 8000 key Depression per hour for Data Entry Work. 3. Competent in Microsoft Excel Website management.	1. Bachelor Computer Application (BCA)	Rs. 15,000 per month (Consolidated)	Upto 30 years	2 years (Initial appointment for 6 months, extendable for up to 2 years)

**Nature of Employment:** Contractual Basis

**Duration of Employment:** Initial recruitment for **6 months** extendable to **2 years**, depending on the candidate's performance and budget grant from the funding agency.

**Job Location:** AIIMS, Rishikesh

Suitable Candidates are advised to send his/her duly filled application form by **Email**, along with all relevant self-attested documents regarding age, qualifications and relevant experience, on or before **1 month from the date of advertisement**.

**NOTE:** Applicants must fill up all the columns of application form properly. Single/consolidated SCANNED PDF of the signed application along with its enclosures and complete in all respects should be mailed to the [aiimsent@gmail.com](mailto:aiimsent@gmail.com)

Last date of application: **1 month from the date of advertisement**

**Date and time of Interview:**

This will be communicated through the AIIMS Rishikesh Website.

For any queries contact -0135-2462927 & 7037047066

**Terms and Conditions**

- Method of recruitment may be Written exam / Interview or both
- The Selected candidate will have to join within 5 days of declaration of results.
- It is NOT a permanent employment with AIIMS Rishikesh.
- The posts are purely on contract basis; the contract will be for a period of one year or completion of project whichever is earlier.
- NO claim for any other regular post in AIIMS Rishikesh shall be entertained.
- Employee Performance Indicator will be applied.
- Candidate must bring completely filled application form.
- Incomplete applications or applications received after due date will not be considered.
- No TA/ DA will be paid for the interview.
- Experience should have been gained after acquiring minimum essential qualification.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Recruitment Committee
- No other allowance/ facilities other than consolidated salary shall be admissible.
- Decision of Recruitment Committee will be final.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If performance of the appointee is not found satisfactory by the Principal Investigator/Nodal Officer appointment can be terminated at any time without any prior notice/compensation.
- The appointee may be relieved from the current job position, by serving one-month prior notice, if the notice period is less than 1 month, amount equal to salary of 01 months will have to be deposited for relieving certificate.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.

Principal  
Investigator  
AIIMS Rishikesh

10/4/22  
प्रो० मनु मल्होत्रा / Prof. Manu Malhotra  
विभागाध्यक्ष / Professor & Head  
कर्ण, नासा एवं कंठ शल्योपचार विभाग  
Department of Ear, Nose & Throat  
एम्स, ऋषिकेश / AIIMS, Rishikesh