



All India Institute of Medical Sciences Rishikesh

अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश

www.aiimsrishikesh.edu.in

Advertisement for **Data Entry Operator (DEO)** post on purely contractual basis in the Extramural Research Project funded by Applications are invited for filling up of following posts under Extramural Research Project **‘Uttarakhand ILD Registry (UKIR)’** funded by ‘Uttarakhand Council of Science and Technology’ under Principal Investigator Dr. Girish Sindhwani, AIIMS, Rishikesh purely on a contractual basis as per the below-mentioned details:

Sr. No.	Designation	No.ofPost	Essential Qualification	Consolidated Fixed Emolument (Per month)	Upper Age limit(In years)
01	Data Entry Operator (DEO)	01	<ol style="list-style-type: none">12th Standard pass with Computer knowledge02 years working office experience.Working knowledge of Microsoft Office word and Excel.Ability to enter data into a computer quickly and accurately.	15,000/-	35

Nature of Employment: Contractual

Duration of Employment: Initial recruitment for **18 months** extendable to maximum of twoyears, 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 to pulm@aiimsrishikesh.edu.in**, **till date: 14/August/2021** along with all relevant self-attested documents regarding age, qualifications and relevant experience.

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 shouldbe mailed to the pulm@aiimsrishikesh.edu.in,

Date and time of Interview/Exam:

This will be communicated through the AIIMS Rishikesh Website.

For any queries contact-0135 2462984

Terms and Conditions

1. The above- mentioned vacancies are purely on temporary/contractual basis for the specified period of time and based on the candidate's performance and budget grant from the funding agency.
2. The selection should not be deemed as employment at AIIMS Rishikesh. Candidates have no right to claim permanent employment based on this job.
3. Incomplete applications or applications received after due date will not be considered.
4. Last date of receiving the application is available and will be intimated on website
5. Screening will be done on the basis of suitability of the candidate as per the project requirement.
6. Only shortlisted candidates will be called for interview.
7. Interview date will be intimated later to eligible candidates by Email
8. No enquiries shall be entertained in this regard after due date.
9. No TA/DA will be paid for attending the interview.
10. AIIMS Rishikesh deserves the right to terminate from the job anytime within a notice period of 9 working days if performance is not up to expectation level. If the candidate wants to resign a notice period of 30 days is a must.

Principal Investigator
AIIMS Rishikesh

Application Performa for the post- Data Entry Operator (DEO)

1. Name (in capital):
2. Apply for Post:
3. Date of Birth:
4. Age:
5. Whether belongs to SC/ST/OBC category:
6. Sex:
7. Nationality:
8. Marital Status:
9. Address:
10. Mob.No. Landline No.
11. E-mail id:

Educational Qualifications:

Sr. No	Examination passed	Board/University	Passing Year	Percentage scored
1				
2				
3				
4				

Experience (Post Qualification):

Sr. No	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1						
2						
3						
4						

Signature Candidate

Date:

Place:

Enclosure Attached

- 1.
- 2.
- 3.
- 4.
- 5.