



All India Institute of Medical Sciences Rishikesh

अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश

www.aiimsrishikesh.edu.in

Date:- 28 June 2022

Recruitment Advertisement for post of **Data Entry Operator (DEO)** in the Extramural Research Project Title- **"A Prospective Observational Study assessing functional capacity to predict 90-day mortality and /or morbidity after major non-cardiac surgery in a cohort of hilly population of Uttarakhand "** funded by Uttarakhand State Council for Science And Technology (UCOST). Manpower has to be recruited for this purpose on contractual basis, with following posts.

Last date of receiving applications:- 08 July 2022

Date of Interview:- Would be intimated in due course

Venue:- AIIMS, Rishikesh

Completely filled application form with all necessary documents has to be mailed by E-mail pulm@aiimsrishikesh.edu.in

Sr. No.	Designation	No. of Post	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 knowledge.04 years working office experience.Working knowledge of Microsoft Office word and Excel.Ability to enter data into a computer quickly and accurately.Preference will be given to candidate from Uttarakhand.	15,000/-	35

Terms and Conditions:

- Method of recruitment may be written exam / Interview or both
- The Selected candidate will have to join within 05 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 18 Months 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 01 month, amount equal to salary of 01 month 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. 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 pulm@aiimsrishikesh.edu.in