



Department of Psychiatry

Advertisement for the post of **Data operator** on a purely temporary basis for the ICMR-funded Young Medical Faculty Program 2024-25 by Dr Ajay Kumar in the Department of Psychiatry, AIIMS, Raipur. The essential qualifications, experience, and consolidated salaries are given below:-

S. No.	Details	Requirements /Information
1.	Name of the Post	Data Operator
	Job Responsibility	<ul style="list-style-type: none">Data Entry in computer.Typing letters and reports, computer application (MS words, excel, SPSS).Maintaining all study records and fill case record formsEnsure maintenance of project data and consent forms in collaboration with data entry operator.
	Essential Qualification	Full-time graduation from recognized University. Basic computer knowledge with English-Hindi language typing\ skills. Desirable: Certificate in Computer/computer applications.
	Desirable	ICH-GCP (ICMR) Certified Indian National Ethical Guidelines (NDCT Rule 2019)
	Vacant post in the department	01
	Monthly salary	Rs.18,000/- consolidated.
	Age Limit	40 Years
	Job duration	One year (12 months) extendable depending on the candidate performance and budget grant from ICMR.
	Place of work	AIIMS, Raipur
Date and Place of Walk in Interview	DATE: 03 rd March 2025 PLACE: Department of Psychiatry. C-Block, First floor, 1C1	

Candidates must come with a hard copy of the duly filled application form and all the relevant original documents for proof of identity (Aadhar card/election ID card), age, and qualifications for the walk-in interview as per the stipulated time and venue mentioned above.



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GENERAL TERMS & CONDITIONS:

1. The application downloaded in the prescribed format must be filled out and brought on the day of the walk-in interview.
2. The vacancy mentioned above is for a fixed tenure of one year (12 months) and can be extended on the recommendation of PI based on the candidate's performance.
3. The selection will NOT be an employment on the AIIMS Raipur pay-roll. Employment will automatically terminate upon completion of tenure of appointment (12 months) from the day of joining of duties. Also, the candidates will have **no right** to claim permanent employment based on this job.
4. The contract can, however, be extended depending on the candidate's performance and budget grant from the funding agency.
5. Persons working in government or public sector undertakings should produce a “**No Objection Certificate**” at the time of the interview.
6. No enquiries shall be entertained in this regard after the due date.
7. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
8. This position will be purely on a temporary/contractual basis for the specified period and based on the project.
9. The salary is a consolidated sum without other benefits based on the candidates' experience, qualifications, skill set, etc.
10. Canvassing in any form will be a disqualification.
11. Age / Education qualification / Experience will be considered till the last date of the advertisement.

APPLICATION AND SELECTION PROCEDURE

1. Candidates must download the application from the AIIMS Raipur website and submit it with a self-attached Xerox copy of the certificates. The scanned copy of the duly filled application form, along with certificates and copies of relevant documents, should be emailed to ajaypgimer@aiimsraipur.edu.in before 17th February 2025 by 5:00 PM.
2. The candidates need to apply in the format specified. The application in the said format is to be correctly typed/ neatly written and signed. One recent self-signed passport-sized colour photograph is to be pasted on the assigned place on the first page of the application.
3. Applications that are not sent in the attached format will be rejected.
4. The annexure should include scanned copies of education qualifications, experience certificates, identity proof in the form GOI issued any identity card, class Xth certificate for proof of age, and other relevant documents.
5. The application form and documents should be emailed in a zip folder titled as the candidate's name.
6. This folder should be emailed to ajaypgimer@aiimsraipur.edu.in on or before 17th February 2025 by 5:00 PM.
7. The allocation received will be scrutinized by the selection committee. Recruitment will be based on interviews (Offline mode only).
8. The list of eligible candidates for walk-in interview will be displayed on AIIMS's website by 22nd February 2025. The candidate is advised to check the college website <https://www.aiimsraipur.edu.in/> for any other updates or information on the time and venue of



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TATIBANDH, GE ROAD,
RAIPUR (C.G.) : 492099
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the walk-in interview. No separate communication will be sent to the candidate.

9. Date and time for walk-in interview.

Date: 03.03.2025 (Monday).

Reporting time: 9:30 AM

Venue: Department of Psychiatry, C-Block, 1C1(Psychiatry OPD), Gate No. 4. AIIMS, Raipur

Walk-in-Interview: 10:00 onwards AM (OFFLINE ONLY).

डॉ. अजय कुमार
DR. AJAY KUMAR
सहायक
Associate Professor
Department of Psychiatry
मनोचिकित्सा विभाग
All India Institute Of Medical Sciences, Raipur (C.G.)
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.)
Dr Ajay Kumar
Department of Psychiatry
AIIMS Raipur



Department of Psychiatry

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. Permanent Address*:
8. Address of Correspondence:
9. Email Address*:
10. Phone No. Mobile _____ Landline No. _____
11. Qualification from High School and above:

Passport Size
Photo

S. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				

12. If selected what period would you require for joining the post -----



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I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.

.....

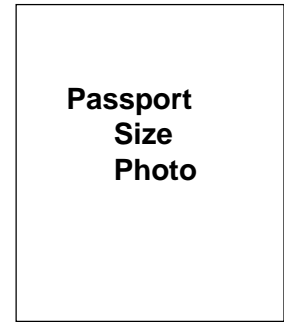
(Signature of the Candidate)

Enclosures attached: -

- 1.
- 2.

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3. Name of the Candidate*:
4. Father's Name:
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