



Admin/Rec./AIIMSRPR/T&E/ 4203

Date: 03-02-2025

Advertisement for “Walk in Interview” for the post of **Project Research Assistant, Data entry operator, Computer programmer** on full-time and contractual basis for financially approved innovation project entitled “**Strengthening the Emergency Care Systems in Chhattisgarh through Digital Hybrid Healthcare**” to be conducted at Department of Trauma and Emergency, AIIMS, Raipur, for a period of Two years purely on contractual basis as per below mentioned details:

S. No.	Post Name	No. of Vacancy	Nature of Post	Honorarium per month (in Rs)	Detailed terms of reference (ToR) is attached in annexure
1	Project Research Assistant	02	Full-time, Contractual	₹ 31,000 + HRA	Annexure I
2	Data entry operator cum office assistant	02	Full-time, Contractual	₹ 17,000 + HRA	Annexure II
3	Computer programmer (Grade B)	01	Full-time, Contractual	₹ 32,500 + HRA	Annexure III

#### Selection Process:

- The candidates interested in applying for any of the mentioned posts must duly fill and submit their application via a Google form (link below) only. No personal / e-mail applications will be entertained.
- Recruitments will be made through interview and/or a written test (written test may be conducted if deemed required by the selection committee.)
- The applications received will be scrutinized by the selection committee on the day of the interview. Applicants who do not fulfil the mentioned criteria (annexures below) will not be eligible to appear for the walk-in interview. The decision of the selection committee will be final in this matter.
- Applicants are required to carry all documents in original and one set of self-attested photocopy, 2 recent colour photographs and ID proof at the time of interview.
- Age relaxation will be provided in accordance with the applicable rules set by the Government of India.
- After the interview, result will be declared on the website of AIIMS Raipur, and selected candidates will be informed through email. No separate call letters/admit cards will be issued.
- Selection will be based purely on merit basis. The candidates are advised to check the college website <http://www.aiimsraipur.edu.in> for any other update or information. No separate communication will be sent to the candidates. For any queries, Email to: [iecs.aiimsraipur@gmail.com](mailto:iecs.aiimsraipur@gmail.com)
- In Case of large number of qualified applicants, interview may be spilled over next day or screening test may be held or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority will be final, and no correspondence whatsoever will be entertained in this connection.



**Key dates:**

- Last date of accepting applications via Google form is 09-02-2025 (Sunday) by 11:59 PM IST.
- Date of walk-in interview: 14-02-2025 (Friday)

**Address for Walk in Interview:**

Department of Trauma & Emergency (Entry through Gate No-1),  
Departmental Office, 1<sup>st</sup> floor, T&E Building,  
All India Institute of Medical Sciences, Tatibandh, GE Road, Raipur (C.G.): 492099.

**Following documents are required at the time of interview:**

1. Filled application form (see below) with all essential documents as mentioned in the application form.
2. Proof of identity (Aadhar card/voter ID) and proof of age (10<sup>th</sup> mark sheet/birth certificate/passport).
3. Relevant original documents for verification.

**Application link for Google form:**

<https://forms.gle/qnJTKMdE8evTwvGW7>

Or scan the QR code below:





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Annexure I	
Name of Post	<b>Project Research Assistant</b>
Number of Posts	02 (Two)
Nature of Post	Full-time, Contractual
Job duration	1 year (extendable up to 02 years)
Place of Posting	AIIMS Raipur & IIT Bhilai
Educational Qualifications	<p><b>Essential qualification:</b></p> <ol style="list-style-type: none"><li>Master's degree in Computer Application/ Information Technology/ Computer Science from a recognized institution/ university/Institute after completing B.E./B.Tech in Computer Engineering/Computer Science/Computer Technology/Information Technology from a recognized institution/ university</li><li>One year of work experience from a recognized institute or research project.</li></ol> <p><b>Desirable:</b></p> <p>Preference will be given to candidates with working experience relevant to the project. Candidates with expertise in the followings are strongly encouraged to apply:</p> <ol style="list-style-type: none"><li>Previous research experience in healthcare related projects</li><li>Expertise in Python and associated machine learning libraries and tools.</li><li>Experience in computer vision and hyperspectral imagery analysis</li><li>Expertise in research and development</li></ol>
Age Limit	35 Years
Nature of work	<ol style="list-style-type: none"><li>Coordinating the overall research activities including development of application/web-based platform and its testing, developing the research ecosystem between two collaborating institutes as well as the selected/enrolled peripheral health centers in CG, and observatory monitoring of data collection/compilation.</li><li>Maintenance and checking of case report forms</li><li>Monitoring online data entry, compilation of data</li><li>Data analysis using statistical software</li><li>Data management, data analysis using statistical software such as Epi info, SPSS, and Stata and scientific report preparation</li><li>Assist PI in project management and any other work assigned by the PI/Co-PI/supervisory officer</li></ol>



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## Annexure II

Name of Post	<b>Data Entry Operator cum office assistant</b>
Number of Posts	02 (Two)
Nature of Post	Full-time, Contractual
Job duration	1 year (extendable up to 02 years)
Place of Posting	AIIMS Raipur and field work in peripheral health centers included as a part of the project (as and when needed)
Educational Qualifications	<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>i. Intermediate or 12<sup>th</sup> pass from a recognized board.</li><li>ii. Previous work experience for at least 1 year</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>i. Good English communication skills. Good skills in reading handwritten notes / doctor's prescription. Basic knowledge of medical terms and terminologies.</li><li>ii. Good knowledge in using Microsoft Word and Excel.</li></ul>
Age Limit	30 Years
Nature of work	<ul style="list-style-type: none"><li>i. He/she will help the investigators and other research staff for smooth running of the project.</li><li>ii. Ensure that clinical research studies are conducted in accordance with the protocol, standard operating procedures, good clinical practice (GCP) guidelines, and other applicable regulatory requirements.</li><li>iii. He/she will be required for coordinating with PI and other research personnel at study sites at headquarters, study monitoring, for collection of data and follow up of participants in the cohort.</li><li>iv. Ensure accurate data recording, reporting and entries.</li><li>v. This project may require calling the patient, helping or guiding them in the hospital and follow up for any events.</li><li>vi. Performing physical tasks related to office maintenance, meetings, file movement, and other physical tasks deemed necessary.</li><li>vii. All additional work assigned by the PI and RA related to the project.</li></ul>



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Department of Trauma and Emergency

### Annexure III

Name of Post	<b>Computer Programmer (Grade B)</b>
Number of Posts	01 (one)
Nature of Post	Full-time, Contractual
Job duration	1 year (extendable up to 02 years)
Place of Posting	AIIMS Raipur and IIT Bhilai
Educational Qualifications	<b>Essential Qualification</b> <ol style="list-style-type: none"><li>Master's degree in Computer Application/ Information Technology/ Computer Science from a recognized institution/ university/Institute after completing B.E./B.Tech in Computer Engineering/Computer Science/Computer Technology/Information Technology from a recognized institution/ university.</li><li>Two years of work experience from a recognized institute or research project</li></ol> <b>Desirable:</b> <ol style="list-style-type: none"><li>Experience or interest in web-designing, android apps and iOS apps are desirable.</li><li>Previous research experience in healthcare related projects</li><li>Expertise in Python and associated machine learning libraries and tools.</li><li>Experience in computer vision and hyperspectral imagery analysis</li><li>Expertise in research and development</li></ol>
Age Limit	35 Years
Nature of work	<ol style="list-style-type: none"><li>He/she will help the investigators and other research staff for smooth running of the project.</li><li>Working on MS Word, MS Excel and handling of computer related hardware and data entry</li><li>Development of web pages and apps related to the project.</li><li>Integrating modules for data entry, image capture and AI algorithms etc, relevant to project progress.</li><li>Data management, data analysis using statistical software such as Epi info, SPSS, and Stata and scientific report preparation</li><li>Any additional work assigned by the PI and RA related to the project.</li></ol>



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**APPLICATION FORMAT**

1. Name of the Post\*:
2. Name of the Candidate\*:
3. Father's Name:
4. Date of Birth\*(DD/MM/YYYY):
5. Age:
6. Gender:
7. Category:
8. Permanent Address\*:
9. Address of Correspondence:
10. Email Address\*:
11. Phone No. Mobile:



Landline No.:



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12. Qualification from High School and above:

S. No.	Name of the Examination	Subject/ Discipline/ Specialty	University/Institute/ College	Passing Year	Marks obtained	Percentage

13. Work Experience: -

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

14. Research experience (if any): -

S.No.	Post	Name of the Institution	Name of Principal Investigator	From (DD/MM/YY)	To (DD/MM/YY)	Duties & Responsibility
1.						
2.						
3.						



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15. Publication if any: - Attach sheet if required (mention in Vancouver style):-

- a)
- b)
- c)

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

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.

Name of Candidate: -.....

Signature of Candidate: -..... Date: - .....

Place:-.....