



अखिलभारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
**All India Institute of Medical Sciences, Raipur (Chhattisgarh)**  
Tatibandh, GE Road,  
Raipur-492 099 (CG)  
[www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)

No. 17 /HBCR/2025/AIIMS- RAIPUR

Dated: 22/ 03/2025

Subject: Advertisement for post of **Data Entry Operator**, purely on contractual basis under financially approved 'Hospital Based Cancer Registries in India' for three years, at AIIMS Raipur, for establishment in Department of Pathology & Laboratory Medicine, as per the details given below.

Eligible candidates are invited to attend WALK-IN INTERVIEW on 23.04.2025 at 10 AM in Room No 3215, Department of Pathology & Laboratory Medicine, 3<sup>rd</sup> Floor, Medical College Building, AIIMS, Raipur. The essential qualifications, experience and consolidated salary are as below:

Name of Post	<b>Data Entry Operator</b>
Number of Posts	02 (Two)
Nature of Post	Full-time, Contractual
Job duration	11 months, extendable, depending upon candidate performance and budget grant from funding agency.
Place of Posting	AIIMS Raipur project
Educational Qualifications	<b>Essential Qualification:</b> 1. Three years graduate degree from a recognized university (with good command over spoken and written grammatical english) with knowledge of data entry work. 2. Certificate/ Diploma course in Computer Application from a recognized institute or equivalent. 3. A speed test of not less than 15000 key depressions per hour through speed test on computer. 4. Previous work experience for at least 1 year. <b>Desirable:</b> 1. Good knowledge of medical terminologies. 2. Knowledge of DTP packages and use of software programmes will be an added qualification. 3. Qualification in stenography/maintenance of accounts, cashbook ledger will be a major advantage.
Age Limit	Not exceeding <b>30 years</b> as on the last date of application
Nature of work	1. He/she will help the investigators and other research staff for smooth running of the project. 2. 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. 3. He/she will be required for coordinating with various departments for collection of data and follow up of participants in the cohort. 4. Ensure accurate data recording, reporting and entries. 5. This project may require calling the patient.

	6. Performing physical tasks related to office maintenance, meeting file movement, and other physical tasks as deemed necessary.
	7. All additional work assigned by the PI and Co PI related to the project.
Proposed salary:	Consolidated Rs. 25,000/-

### **Terms and Conditions**

1. The above mentioned vacancy is for a fixed tenure of 11 months and extendable further depending on the satisfactory performance and budget allocation from ICMR.
2. The selection will not be an employment on AIIMS Raipur pay roll. Employment will automatically get terminated upon completion of the 11 months from the day of joining of duties and there is no liability for permanent employment on AIIMS, Raipur or on Principal investigator. The candidate will have NO right to claim for permanent Employment under AIIMS or continuation of his/her services in any other project.
3. The scanned copy of the duly filled application form along with self-attested xerox copies of relevant documents should be emailed at- [hbcra@aiimsraipur.edu.in](mailto:hbcra@aiimsraipur.edu.in), on or before 10.04.2025 by 05:00 PM.
4. No TA/DA will be paid for attending the interview. Interested candidates may appear for walk-in interview. Candidates should bring duly filled application form (As per the prescribed Performa) and all original certificates of educational qualifications, copies of research publications and experience certificate, identity proof, along with two photographs and a set of self-attested photocopies of all certificates and relevant documents at the time of interview.
5. If candidate working in Government/Semi Government/PSU Institution-No Objection Certificate is a must.
6. The appointment can be terminated with one months notice from either side without assigning any reason.

### **Selection procedure**

The applications received will be scrutinized by the selection committee. Recruitments will be made through interview and in case of large number of eligible applications a written test will be conducted.

In case of large number of eligible applications, interview may be spilled over to next day, so, the candidates should come prepared for the same. Selection of the candidates will be based on qualification, experience and performance of the candidate before the selection committee, during the interview. The list of candidates found eligible will be displayed on Institute website. The candidates are advised to check the Institute website <http://www.aiimsraipur.edu.in> for the date, time and venue of interview/written test or for any other update or information. No separate communication will be sent to the candidates. For any queries Email to: [hbcra@aiimsraipur.edu.in](mailto:hbcra@aiimsraipur.edu.in).



आरोग्यम् सुखं सम्पदा

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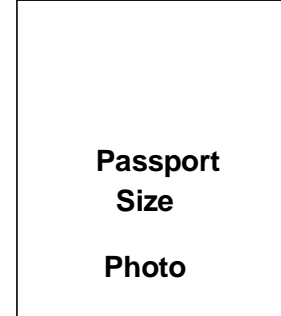
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**FORMAT FOR APPLICATION**

1. Name of the Post:
2. Advertisement Date:
3. Name of the Candidate:
4. Date of Birth:
5. Age:
6. Whether belongs to UR/OBC/SC/ST category:
7. Permanent Address: .....
8. Address of Correspondence: .....
9. Email Address: .....
10. Phone No. Mobile \_\_\_\_\_ Landline No. \_\_\_\_\_
11. Qualification from High School and above:



Sl.No.	Name of the Examination	Subject/Discipline/Speciality	Name of Board/University	Year of Passing	Percentage of Marks
1.					
2.					

12. Experience (Post Qualification):

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

13. Are you working currently in any Government/Semi Government/PSU Institution: Yes/No.
14. Name & address of present Employer:
15. If selected what period would you require for joining the post:.....
16. Have you ever been declared unfit by medical board/court for appointment in any government service? Yes / No



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17. If yes, provide details.....

18. Name of Referees ( Atleasttwo with their contact details )

1.

2.

### DECLARATION

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 if found to be incorrect or false, then I shall be liable for action as per rules in force.

Place:

Date:

.....  
(Signature of the Candidate)

ENCLOSURES ATTACHED:-

1.

2.

3.