



ADVERTISEMENT FOR WALK IN INTERVIEW

Admin/Rec./AIIMSRPR/Ortho/

Date: 10.08.2026

Rolling Advertisement for “Walk in Interview” for the posts of **Data Entry Operator** on full-time and CONTRACTUAL BASIS for a financially approved innovation project titled “Efficacy of Core Decompression with Bone Marrow Aspirate Concentrate in Retarding Progression of Early Femoral Head Avascular Necrosis in Children with Sickle Cell Disease: A Randomized Controlled Trial” to be conducted at the Department of Orthopaedics, AIIMS, Raipur, as per the below-mentioned details:

S. No.	Post Name	No. of Vacancy	Nature of Post	Consolidated Honorarium per month	Detailed terms of reference (ToR) are attached:
1	Data Entry Operator	01	Full-time, Contractual	₹ 20,000	Annexure I

This is a rolling advertisement, and applications will be accepted on continuous basis till the posts are completely filled.

Apply through the link - <https://forms.gle/iCuKhS81BbWLSsAV8>

Date of interview- 25/08/2026

Address for Walk in Interview:

Department of Orthopaedics,

Departmental Office, New Academic building, B block, 4th floor,

All India Institute of Medical Sciences, Tatibandh, GE Road, Raipur (C.G.): 492099.

Selection Process:

- 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 scrutinised by the selection committee on the day of the interview. Applicants who do not fulfil the mentioned criteria (annexure below) will not be eligible for selection. The selection committee's decision will be final in this matter.
- Applicants are required to carry all documents in original and one set of self-attested photocopies, 2 recent colour photographs, and original ID proof at the time of the interview.
- Age relaxation will be provided per applicable rules set by the Government of India.
- After the interview, the result will be declared on the website of AIIMS Raipur, and selected candidates will be informed through the email provided by the candidates. **No separate call letters/admit cards**

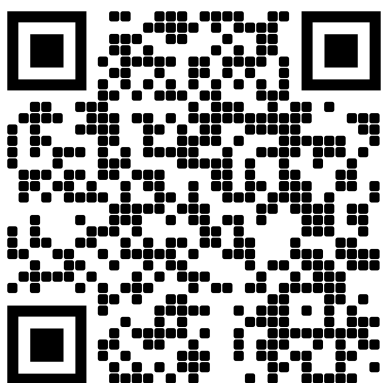
will be issued.

- vi. Selection will be based purely on merit basis. The candidates are advised to check the institute website <http://www.aiimsraipur.edu.in> for any other update or information. No separate communication will be sent to the candidates.
- vii. For any queries, Email to: drarkeshm@aiimsraipur.edu.in
- viii. In case of many eligible applicants, the interview may spill over to the next day, or a 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.
- ix. No TA/DA will be granted to the candidates for appearing in the walk-in interview or joining the post thereafter.

The following documents are required at the time of the interview:

1. Filled application form (**annexure II**) with all essential documents as mentioned in the application form.
2. Proof of identity (Aadhar card/voter ID/driving license) and proof of age (10th mark sheet/birth certificate/passport).
3. Relevant original documents for verification.

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Dr Arkesh M
Assistant Professor
Department of Orthopaedics
AIIMS Raipur

Annexure I	
Name of Post	Data Entry Operator
Number of Posts	01 (ONE)
Nature of Post	Full-time, Contractual
Job duration	12 months (extendable till the project completion, based on the performance)
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	Essential Qualification - Intermediate or 12th pass from a recognized board. - Previous work experience in data entry/office work for at least 2 years Desirable: - Good English communication skills. Good skills in reading handwritten notes/doctor's prescriptions. Basic knowledge of medical terms and terminologies. - Good knowledge of using Microsoft Word and Excel
Age Limit	35 Years
Nature of work	- He/she will help the investigators and other research staff for smooth running of the project. - 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. - He/she will be required to coordinate 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. - Ensure accurate data recording, reporting and entries. - This project may require calling the patient, helping or guiding them in the hospital and follow up for any events. - Performing physical tasks related to office maintenance, meetings, file movement, and other physical tasks deemed necessary. - All additional work assigned by the PI/Co-PI related to the project.



Annexure II

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. Email Address *:

10. Phone No.

Mobile:

11. Qualifications from High School and above:

Passport Size Photo

[illegible]



12. 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.						

13. 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.						

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

- a)
- b)
- c)

15. 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:-