



Admin/Rec./AIIMSRPR/T&E/003

Date: 08.08.2024

Advertisement for “Walk in Interview” for the post of ‘Project Assistant’ on contractual basis for financially approved research project at AIIMS Raipur entitled “Knowledge, Attitude and Practice (KAP) of emergency triaging amongst doctors and nurses in India – a survey based multicenter study” to be conducted at Department of Trauma and Emergency, AIIMS, Raipur, for a period of 6 months purely on contractual basis as per below mentioned details:

Name of the post	Project Assistant
Number of Post	01 (One)
Educational Qualification	<p>Essential:</p> <ol style="list-style-type: none">Minimum eligibility criteria: 50% marks in Graduation (Bachelor degree in science / relevant subjects.Certificate/Diploma/Degree course in computer Application from a recognized institute or equivalent.Good knowledge in using Microsoft Word and Excel, Computer Application, data entry and basic statistics. <p>Desirable:</p> <ol style="list-style-type: none">Previous work experience in clinical /bio-medical /Surveillance research for at least 1 yearGood English and Hindi communication skills. Basic knowledge of medical terms and terminologies.A typing speed of not less than 35WPM in English language and 30 WPM in Hindi language.
Age Limit	Not Exceeding 30 years as on the date of advertisement
Job Responsibility	<ol style="list-style-type: none">He/she will help the investigators 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 for coordinating with PI at study sites at headquarters, study monitoring, for collection of data and follow up of participants in the study including contacting survey participants or regional coordinators from different part of country.Ensure accurate data recording, reporting and entries.

	v. All work assigned by the PI/Co-PI of the project. vi. Compilation of data
Job duration	06 Months
Place of work	Department of Trauma and Emergency, AIIMS, Raipur
Monthly salary	Rs. 17000/- (consolidated per month)

- **Last Date of accepting application: 20/08/2024 by 12 noon IST**
- **Date of displaying eligibility list: 24/08/2024 (at www.aiimsraipur.edu.in)**
- **Date of Interview to be declared while displaying the eligibility list.**
- **Address for Walk in Interview:** Seminar Room, Basement of Trauma Building, Department of Trauma & Emergency, , All India Institute Of Medical Sciences, Tatibandh, GE Road, Raipur (C.G.) : 492099.
- **Following documents are required at the time of interview:**
 - i. Filled application form with all essential documents as mentioned in the application form
 - ii. Proof of identity (Aadhar card/voter ID) and proof of age (10th mark sheet/birth certificate/passport).
 - iii. Copy of relevant original documents for verification.
- **How to apply:** Candidate have to send their application form filled with their own hand writing and submit to Email id taeddeptt@aiimsraipur.edu.in along with scanned copies of all relevant documents.
- **Selection Process & Procedure:**
 - i. List of selected candidates will be mailed to candidate. No separate call letters/admit cards will be issued.
 - ii. In case of large number of applications, interview may be spilled over 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 in this regard will be final and no correspondence whatsoever will be entertained in this connection.
 - iii. Selection will be made based on performance in interview
 - iv. Carry all documents in original and one set of self-attested photocopy, 2 recent colour photograph and ID proof at the time of interview.

- v. The applications received will be scrutinized by the selection committee. Recruitments will be made through Interview and a written test will be conducted if the numbers of eligible candidates are more than 50 per post. **Selection will be based purely on merit basis.** The list of candidates found eligible will be displayed on college website by **24/08/2024**. The candidates are advised to check the college 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: taeddeptt@aiimsraipur.edu.in

➤ **Terms and conditions of appointment:-**

- i. The appointment is purely on **CONTRACT BASIS** for a period of 06 months with effect from the date of joining. The appointment can also be terminated at any time, from either side, by giving one month's notice or by paying one month's salary without assigning any reason or on failure to complete the period of three months to the satisfaction of the competent authority. Candidates should note that their appointment will be for the Project only and they will NOT be the employees of AIIMS Raipur.
- ii. No other/ additional allowances other than the consolidated salary mentioned will be admissible. The appointee shall NOT be entitled to any of the benefits available to other employees of AIIMS Raipur appointed on regular basis.
- iii. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
- iv. The appointee shall not have any right or claim to appointment on regular basis in AIIMS Raipur on any post.
- v. The appointee shall be on whole time appointment for the project concerned and shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
- vi. If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have before the designated medical authority.
- vii. No TA will be admissible for attending the interview/written test and for joining the duties in case of selection.
- viii. Leave entitlement of the appointee shall be governed in terms of instructions contained in DOP&T as amended from time to time.
- ix. If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.
- x. If any candidate is found canvassing for his/her selection, he/she will be disqualified

from the selection process.

- xi. The decision of the competent authority regarding selection of candidate will be final and no representations in this regard will be entertained.
- xii. Final result will be declared on the website of AIIMS Raipur, and selected candidates will be informed through email.
- xiii. Candidates are advised to regularly visit the website of AIIMS Raipur (www.aiimsraipur.edu.in) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding change in date and time of interview/written exam. For any queries contact or write to: Dr. Santosh Kumar Rathia, Assistant Professor, Trauma& Emergency - Pediatrics (Pediatrics Emergency Medicine), AIIMS Raipur, CG, India, 492099 Email:taedeptt@aiimsraipur.edu.in

➤ **Selection procedure**

The applications received will be scrutinized by the selection committee. Recruitments will be made through Interview and a written test will be conducted if the numbers of eligible candidates are more than 50 per post. **Selection will be based purely on merit basis.** The list of candidates found eligible will be displayed on college website by **24/08/2024**. The candidates are advised to check the college 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: taedeptt@aiimsraipur.edu.in

आरोग्यम् सुख सम्पदा



अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर (छत्तीसगढ़)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
Tatibandh, G E ROAD,
Raipur (C.G.): 492099
www.aiimsraipur.edu.in

Department of Trauma and Emergency

Applications are invited for the post of **Project Assistant** on contractual basis for financially approved research project by ICMR entitled "**Knowledge, Attitude and Practice (KAP) of emergency triaging amongst doctors and nurses in India – a survey based multicenter study**" to be conducted at Department of Trauma and Emergency, AIIMS, Raipur

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. Permanent Address*:

8. Address of Correspondence:

9. Email Address*:

10. Phone No. Mobile:

Landline No.:

Passport
Size Photo

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Department of Trauma and Emergency

11. Qualification from High School and above:

S. N o.	Name of the Examination	Subject/ Discipline / Specialty	University/Institute/ College	Passing Year	Marks obtained	Percentage

12. Work Experience: -

S.N o.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Duration of Experience	Duties & Responsibility



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Department of Trauma and Emergency

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13. Relevant certificate course if any (e.g. MS office, Excel, Basic statistics etc.)

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

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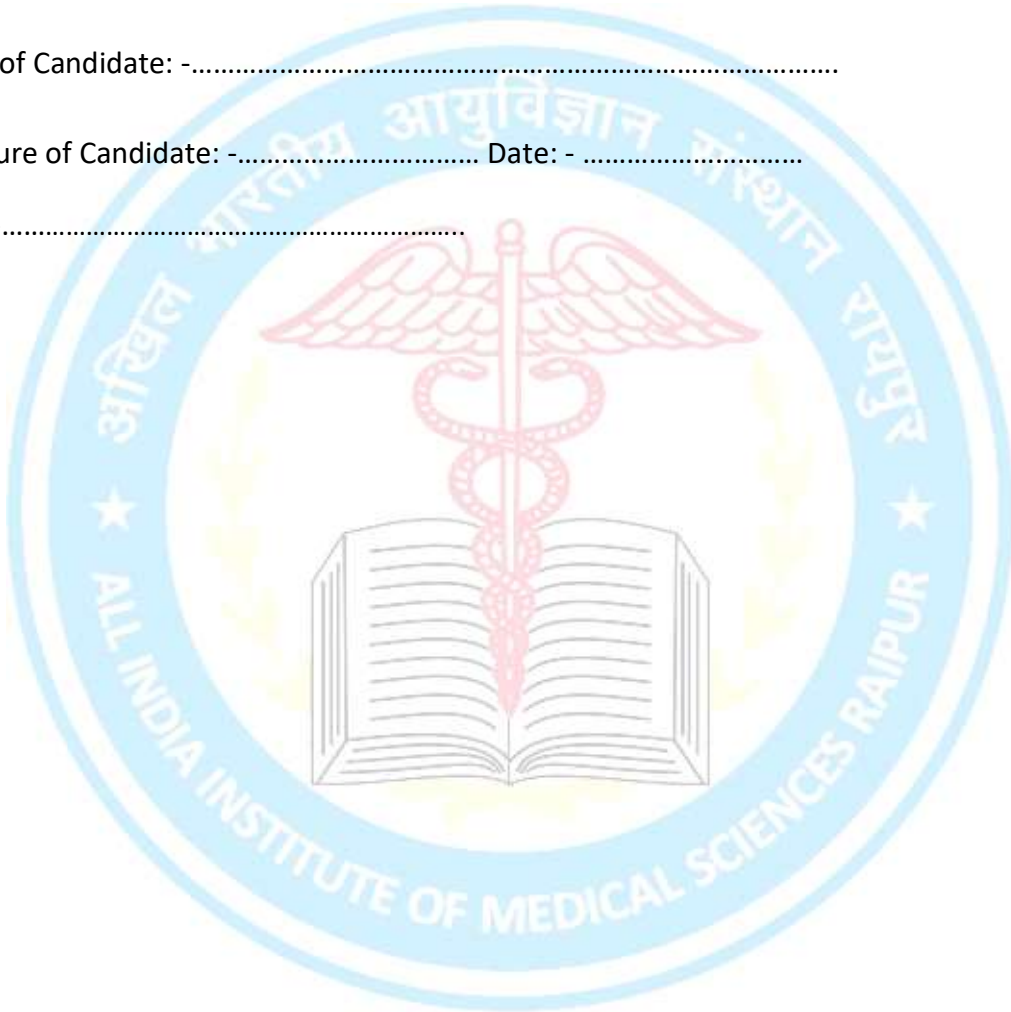
15. If selected what period would you require for joining the post:-.....

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:-.....



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