



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

Website: <http://www.aiimsjodhpur.edu.in>

File No.: AIIMS/RES(06)/2019/390

Dated: 04/06/2020

Subject: Recruitment for the following posts on purely temporary basis in the ICMR Research Project titled “Burden of multidrug-resistant neonatal sepsis in district hospital settings in India”.

Applications in the prescribed format are invited for the following posts on purely temporary basis for the ICMR Research Project titled “Burden of multidrug-resistant neonatal sepsis in district hospital settings in India”, under Principal Investigator Dr. Neeraj Gupta, Additional Professor, Department of Neonatology, AIIMS, Jodhpur as per the details given below:

S No.	Details	Requirements/Information
1	Post	Data Entry Operator
	Number	One (UR-1)
	Age	18-30 Years
	Location of position	AIIMS, Jodhpur/Government Nahata Hospital, Balotra, Rajasthan
	Qualifications	Essential: Graduation degree from recognized University with computer diploma from a recognized institute or equivalent A speed test of not less than 8000 key Depression per hour for data entry work
	Duration of post	18 Months
	Monthly salary	Rs 15,154/- total (consolidated)
Job profile	The Data Entry Operator will be responsible for: <ul style="list-style-type: none">• Entering data into database, manage and maintain effective record keeping data.• He / she will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work.• Provide admin support to conferences, workshops and project related field visits.• Keeping track of projects with updated reports.• Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings.	

	<ul style="list-style-type: none"> Responsible for organizing files, collecting and managing data to be entered into the computer
Skills	<ul style="list-style-type: none"> Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required. Good understanding of needs for project and job responsibilities. Computer skills including proficiency in use of Microsoft Office applications. Good organizational behavior and problem solving skills. Well versed in recording the data. Ability to establish and maintain effective working relationships with co-workers, managers, investigators. Good spelling, grammar, and punctuation skills.

S No.	Details	Requirements/Information
5.	Post	Research Nurse
	Number	One (UR-1)
	Age	18-30 Years
	Location of position	Government Nahata Hospital, Balotra, Rajasthan
	Qualifications	Essential: Diploma in Nursing & Midwifery (3 years course) / BSc (Nursing) Desirable: At least with 1 years of experience in clinical trials / research projects
	Duration of post	18 Months
	Monthly salary	Rs 15,154/- total (consolidated)
	Job profile	The study nurse (round the clock shift duties) will be responsible for: <ul style="list-style-type: none"> Pre-screening of all babies admitted in hospital for sepsis. Giving all information about study to parents/Guardians and to explore whether they are interested in participating in the study. To screen the baby for inclusion criteria, obtain consent for study. To monitor the baby record vitals and carry out orders as prescribed by resident doctors. To fill CRF form for all enrolled babies. Compile clinical data and enter it into a database. Must be able to evaluate the material and work effectively with other researchers. Assisting the Senior Research nurse.

	Skills	<ul style="list-style-type: none"> • Computer skills including proficiency in use of Microsoft Office applications. • Ability to establish and maintain effective working relationships with co-workers, managers, investigators. • Good understanding of needs for project and job responsibilities. • Adaptable approach with Effective communication and organizational skills. • Coordinates the day to day management of the research portfolio.
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S No.	Details	Requirements/Information
3.	Post	Lab Attendant
	Number	One (UR-1)
	Age	18-30 Years
	Location of position	Government Nahata Hospital, Balotra, Rajasthan
	Qualifications	Essential:- 12 th class pass with Science
		Desirable:- Experience in a Medical Laboratory
	Duration of post	18 Months
	Monthly salary	Rs 13,624/- total (consolidated)
Job profile	<p>The Lab attendant will be responsible for:</p> <ul style="list-style-type: none"> • Transportation of all laboratory samples to Tertiary hospital (i.e. AIIMS, Jodhpur) from district hospital (i.e. Nahata Hospital, Balotra) on daily basis including Stauday. • Labeling, Scanning, immediate processing and temporary storage of collected bio specimens. • Manage the maintenance of equipment and stocking of necessary supplies. • Ensuring cleanliness at site particularly where the lab related study activities will be performed. • Maintaining the equipment log, calibration logs, ensuring smooth functioning of equipment at site. • Assisting the study nurse/ medical officer in all study related activities at the site. • Maintaining the stock inventory at site and reporting to SRF on daily basis on the requirements for the site. • Assisting the SRF in maintaining all documentation at site- photocopying or scanning of documents if required. 	
Skills	<ul style="list-style-type: none"> • Computer skills including proficiency in use of Microsoft Office applications. • Ability to establish and maintain effective working relationships with co-workers, managers, investigators. • Good understanding of needs for project and job responsibilities • Time Management. • Good team working skills. 	

Suitable Candidates are advised to send his/her duly filled application form by Email, along with all relevant self-attested documents regarding age, qualifications and relevant experience, on or before June 24, 2020 till 05:00 PM on email address: recruitment.researchaiims@gmail.com

GENERAL TERMS & CONDITIONS:

1. Incomplete applications or applications received after due date will not be considered.
2. Screening will be done on the basis of suitability of the candidate as per the project requirement.
3. Only shortlisted candidates will be called for interview.
4. No enquiries shall be entertained in this regard after due date.
5. **Last date of receiving the application is June 24, 2020 at 5:00 PM by Email.**
6. Interview date will be intimated later. List of eligible candidates for the interview will be posted on the website of AIIMS Jodhpur and candidate informed by email.
7. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
8. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
9. Persons working in Govt. or Public Sector undertaking should produce “No Objection Certificate” at the time of Interview.
10. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
11. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
12. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
13. Canvassing in any form will be a disqualification.

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