

**Department of Community Medicine
AIIMS Nagpur**

No: AIIMS/NGP/DCM/2023/896

Date: 05/10/2023

WALK-IN INTERVIEW

The following position under a DHR sponsored project titled “**Disease Modelling and its applications**” is to be filled purely on temporary basis, at Dept. of Community Medicine, AIIMS Nagpur

Panel of recommended candidates shall be shortlisted after written test (if needed) followed by interview and they will be engaged in the present and future vacancies of projects as per requirement from time to time.

Nature of duties: Provide assistance in project administration, maintaining finances of the project budget, accounting, procurement and store management, preparing utilization certificate and project reports.

S.no	Name of Post	No of post	Qualification	Monthly Consolidated Emoluments	Tenure
1	Project Assistant	1	Essential: <ul style="list-style-type: none">• Graduate in any discipline with 2 years of experience in administration work Desirable: <ul style="list-style-type: none">• Similar administrative experience in project-based positions before	Rs.23,600/- (consolidated)	One year

Upper age limit: 30 years

**Department of Community Medicine
AIIMS Nagpur**

Interested and eligible candidates will have to attend the interview (shortlisted candidates only) in the Department of Community Medicine, Fourth Floor, Medical College Building, AIIMS, MIHAN, Nagpur-441108. Date and time of interview will be intimated by email. The applicants are requested to bring the filled in application form (Annexure 1) and bio-data with self-attested copies of testimonials with original certificates for verification.

NOTE:

1. Validity of the short list will be for **one year** from the date of publication of the result and renewable accordingly.
2. Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
4. Upper age limit may be relaxed as per Govt. of India rules.
5. The posts are purely on contract basis for an external sponsored project, and no claim for any other regular post in AIIMS Nagpur shall be entertained.
6. Selected candidate may have to carry out visits to Urban and Rural health centres of the Department of Community Medicine, AIIMS Nagpur
7. **Valid email id and mobile number is compulsory.**
8. Consolidated salary of the post may vary from time to time. No other allowance/ facilities other than consolidated salary shall be extended.
9. Decision of the Principal Investigator will be final.
10. No TA/ DA will be paid for the interview.
11. Canvassing of any kind will lead to disqualification.
12. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
13. If the performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
14. The appointee may be relieved from the current job position, with one-month prior notice, failing to do so may be held responsible for paying one month salary.

15. We may conduct a screening written test in case we receive too many applications

How to apply

The scanned copy of the application in the prescribed format (Annexure 1) along with supporting documents should be sent to the following email id: idmodellingdhr@gmail.com on or before 15 October 2023. The shortlisted candidates will be called for an interview. Date, time and venue of interview will be intimated by email only.

Whom to contact

Dr Jaya Prasad Tripathy

Associate Professor, Department of Community Medicine, AIIMS Nagpur

Mob: 09478053690; email: jtripathy@aiimsnagpur.edu.in

Annexure 1
APPLICATION FORM

1. Name of the post Applied for :
2. Name of Candidate (in Block Letter) :
3. Gender :
4. Date of Birth :
5. Father's Name :
6. Mother's Name :
7. Marital Status (Married/Unmarried) :
8. Present Address for correspondence :
9. Permanent Address :
10. Phone Number/Mobile Number :
11. Email Id :

12. Details of Qualification

S.No.	Degree	% of Mark	Year of Passing	Board/University

13. Details of Experiences

S.No.	Designation	Institute/Name of the employer	Period	Reason for leaving

14. Have you ever been declared unfit by a medical board/court for appointment in any government service? (Yes/No)

If yes, details.....

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

Declaration

I hereby declare that information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/false, my candidature/services are liable to be terminated.

Place:

Date:

Signature of Candidate