

## **Department of Orthopaedics**

(All India Institute of Medical Sciences, Rishikesh)

**Advertisement for the post of Data Entry Operator Under ICMR funded Project.**

Project Title: “**Effect of 3D-printing assisted surgical planning on operative time during correction of knee deformities in children and adolescents: A multicentric cohort study.**”

Duration of Project: **03 years**

S.No.	Name of the Post	No of Post	Eligibility Criteria	Monthly Emoluments	Age Limit
1.	Data Entry Operator (Grade C)	01	<ul style="list-style-type: none"><li>➤ <b>Essential:</b><ul style="list-style-type: none"><li>• Intermediate or 12th pass in Science stream from recognized board with knowledge of MS Office, data management, and Excel.</li><li>• A speed test of not less than <b>8000 key depression per hour (KDPH)</b> on a computer</li></ul></li><li>➤ <b>Desirable:</b><ul style="list-style-type: none"><li>• DOAECC ‘A’ level computer certificate from a recognized institute</li><li>• Experience in clinical data entry or research projects and knowledge of basic statistical analysis</li></ul></li></ul>	As per ICMR norms for grade C DEO	<b>Maximum 30 years</b>

### **Application Details:**

- Mode of application: Candidates must email their CV and supporting documents (PDF format) to [orth@aiimsrishikesh.edu.in](mailto:orth@aiimsrishikesh.edu.in) with subject line: “Application for DEO under ICMR project - [Your Name]”
- Last date to apply: 15 days from the publication of advertisement on institute website
- Mode of Interview: Shortlisted candidates will be informed via email.  
Interview may be held **Offline/Online**

### **Terms and Conditions:**

- Method of recruitment may be Written exam/Interview or both.
- The Selected candidate will have to join within 15 days of declaration of results.

- It is NOT a permanent employment with AIIMS Rishikesh or ICMR.
- The posts are purely on contract basis; the contract will be for a period of 12 months and extendible up to 3 years/ completion of project whichever is earlier.
- No claim for any other regular post in AIIMS Rishikesh or ICMR shall be entertained.
- Employee Performance Indicator will be applied.
- Candidates must bring a completely filled application form.
- Incomplete applications or applications received after the due date will not be considered.
- No TA/ DA will be paid for the interview.
- Experience should have been gained after acquiring minimum essential qualification.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Recruitment Committee
- No other allowance/ facilities other than consolidated salary shall be admissible.
- The decision of the Recruitment Committee will be final.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If performance of the appointee is not found satisfactory by the Principal Investigator/Nodal Officer appointment can be terminated at any time without any prior notice/compensation.
- The appointee may be relieved from the current job position, by serving one-month prior notice, if the notice period is less than 1 month, amount equal to salary of 01 month will have to be deposited for relieving certificate.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.