



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

Ref No: 02-31/2024-25/AIIMS/GHY/RES.C/Dr. Himashree/ICMR-NCTB/119

Notice: Interview

Applications are invited in the prescribed format for the various posts to be filled on a purely temporary basis in the Indian Council of Medical Research (ICMR), Govt. of India funded time-bound, project titled "Evaluating the Effect of the ICMR-NCTB Mudra Toolbox and Cognitive Harmony Program on Cognitive Health at Ayushman Arogya Mandir: A Multicentric, Mixed-Method, Pragmatic Quasi-Experimental Trial" under the Principal investigator Dr. Himashree Bhattacharyya, Department of Community & Family Medicine, AIIMS Guwahati.

Duration of Project: Three years

Last date of Application: 21st February, 2025

How to apply: An online application form is to be submitted through the following link by. Link – <https://forms.gle/WNUNxcJrzmpf9fmv8>

POST	ESSENTIAL QUALIFICATIONS & EXPERIENCE
Name of Post	Senior Project Assistant
No Of Posts	1 (One)
Qualification & Experience - Essential	Graduate /Bachelor's degree in Science/relevant subjects/ from a recognized university. Three years of work experience in Public Health from a recognized institution or Master's Degree in Public Health/Biostatistics/ relevant subject.
Other considerations	1. Experience of working in educational settings and multidisciplinary teams 2. Coordinating skills 3. Good oral and written communication skills in English/Assamese 4. Willing to travel to project sites
Maximum Age limit	35 Years
Salary	₹ 30,600 Per month (Consolidated)
POST	ESSENTIAL QUALIFICATIONS & EXPERIENCE
Name of Post	Data entry Operator
No Of Posts	1 (ONE)
Qualification - Essential	Graduate/ Bachelor's degree from a recognized university with knowledge of data entry work.
Other considerations	1. Experience of working in educational settings and with multidisciplinary teams 2. Coordinating skills 3. Good oral and written communication skills in English/Assamese
Maximum Age limit	30 Years
Salary	₹29,200 Per month (Consolidated)

SELECTION PROCESS:

1. Interested Candidates fulfilling the criteria may send their application (in prescribed format) along with copies of their Curriculum Vitae, certificate of age, qualification, experience on or before 21st February, 2025 in the link <https://forms.gle/WNUNxcJrzmpf9fmv8>
2. Any application received after 21st February 2025, 5 PM will not be considered.
3. List of shortlisted candidates along with date of written test/interview will be published on AIIMS Guwahati Website before the written test/interview. Candidates are advised to check the AIIMS Guwahati website for further updates.
4. Candidate must bring a hard copy of his/ her duly filled in application form in the prescribed format with a recent passport size colour photograph along with a detailed bio-data / CV and all relevant documents; duly self- attested; in age proof, proof of his/ her educational qualifications [all certificates and marksheets from 10th standard onwards], working experience, caste and photo id proof [Aadhar card/ Indian passport/ PAN card/ Driving Licence] etc.
5. The decision of selection committee further to approval of Executive Director, AIIMS Guwahati will be final.
6. Result will be published on AIIMS Guwahati Website after the selection process is over.
7. For any query candidate may contact: himashreebhattacharyya@aiimguwahati.ac.in

Terms and Conditions:

1. The vacancies mentioned are as per the ICMR-NCTB Quasi Experimental Trial Project guidelines.
2. If the performance of the appointee is not found satisfactory by the Principal Investigator appointment can be terminated at any time without any prior notice/compensation.
3. Successful candidates will normally be engaged on Project Human Resource Positions initially for a period of 11 months or less, depending upon the tenure of the project and functional requirements. Continuation / extension to engagement of Project Human Resource Positions will be depending up on evaluation of the performance, tenure of the project, availability of funds, functional requirements and approval from the competent authority.
4. The rates of the emoluments / stipend may vary according to the sanction of the funding agency of the project.
5. Cut-off age limit will be as on the last date of application.
6. Separate application should be submitted for each position. Allotment of project to the successful candidate will be decided by the competent authority at its discretion.
7. No TA/ DA will be paid to attend the interview / personal discussion and candidates have to arrange transport/ accommodation themselves.

8. The persons engaged on human resource project positions will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work.
9. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in ICMR or AIIMS Guwahati or in any of its institutes or in any other government organizations and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption/ regularization of service in funding agency or in ICMR or AIIMS, Guwahati.
10. AIIMS Guwahati reserves the right to terminate the project human resource positions even during the agreed study period without assigning any reason.
11. AIIMS Guwahati reserves the right to cancel / modify the process at any time, at its discretion.
12. The decision of the competent authority will be final and binding.
13. ICMR and / AIIMS, Guwahati reserves rights to consider or reject any application / candidature.
14. The Selected candidate will have to join within 15 days of the declaration of results.
15. Candidate must send a completely filled application form & Upload it to the given link mentioned above.
16. Incomplete applications or applications received after the due date will not be considered.
17. Decision of the Interview Committee will be final.
18. In case of a large number of eligible candidates after scrutiny of applications and it is not feasible to call all the candidates for an interview, the appointing authority may adopt suitable higher criteria for shortlisting the candidates who will be called for interview.
19. Shortlisted candidates are required to submit a copy of application form with complete set of all self-attested certified copies of educational certificates/experience and photo identity along with original for verification at the time of Interview.
20. Candidates are advised to provide the relevant and correct information in online application
21. Late/delayed/incomplete/unsigned or application without latest photograph will not be considered and will be summarily rejected without any correspondence. Hence candidates are advised to apply will before time without waiting of the last date and time
22. Institute will not be responsible, if candidate fails to submit online application within prescribed date and time for whatever reason.

23. Submission of incorrect or false information during the process of interview/or Personal discussion shall disqualify the candidature at any stage.
24. No benefit of provident fund, Leave Travel Concession, Medical Claim etc., accommodation etc. will be considered, since the posts are purely temporary basis.
25. Age relaxation is admissible to SC/ST/OBC candidates in respect of posts reserved for respective category only and not for unreserved post as per GOI rules. Age relaxation to Ex-servicemen/Departmental candidates including projects shall also be applicable as per Govt. of India/ICMR Norms.
26. Mere fulfilling the essential qualification/experience does not guarantee for shortlisting/selection
27. Candidates already working against regular/permanent posts under government Department/organizations are not eligible to apply.
28. Candidates already employed should submit a “No Objection Certificate” from their employer at the time of walk-in- interview/written test / personal discussion failing which he/she will not be allowed to appear in written/personal discussion.
29. Canvassing and bringing inside or outside influence in any form for short listing and Employment will be treated as a disqualification and the candidate will be debarred from selection process.
30. No request for change of Date of Interview shall be entertained.
31. Leave shall be applicable as per ICMR Guidelines.
32. Candidates are advised to keep a copy of application form submitted online for future reference.
33. Experience shall be counted from the date of completion of minimum essential educational qualification.
34. We are not committed to fill up the advertised project human resource positions and the process is liable to be withdrawn / cancelled/ modified at any time.

Physical copy of form and Documents Required to be produced in Original at the time of interview

1. Filled application format
2. Photo Identity proof (Aadhar card/ Driving Licence/ Voter ID card/ PAN card/Passport) *
3. Address proof* (Aadhar card/ Driving Licence/ Voter ID card/ PAN Card/ Passport)
4. Proof of date of birth (10th Certificate/ Birth certificate) *
5. Recent passport size photographs (two)
6. Relevant Marksheets and Certificates*

a. 10th Marksheet & certificate

b. 12th Marksheet & certificate

c. Qualifying degree/ PhD certificate/any others.

7. Experience certificate clearly showing date of joining and date of reliving. *

8. List of publications, along with one original copy (If any) *

9. NOC if employed in Govt sector. *

*Along with one set self-attested photocopy of the documents

Kindly find the application form in the next page.

All India Institute of Medical Sciences, Guwahati

(Application for engagement of Project Human Resource Position, purely on temporary basis)

Recruitment of Project staff under Extramural research project

1. Application for the post of: _____

2. Email ID & Mobile No: _____

3. Name in Block Letter

4. Mothers Name

5. Fathers Name

6. Address for
Correspondence

7. Permanent Address

8. Date of Birth (attach
supporting document):

_____/_____/_____ Age: _____
[DD] [MM] [YYYY]

9. Category:

10. Marital Status (encircle the appropriate): Married/ Unmarried/ Divorcee/ Widower/ Widow

11. Educational Qualification (Must be supported by relevant document, from 10th onwards)

Sl. No	Examination	Grade	Year of Passing	Board/ University	Specialization

12. Work Experience (Must be supported by relevant document)

Name of Employer/ Organization	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification _____

13. Details of NET/GATE/ national level examination passed if any

Examination Passed	Date of Passing	Valid till

14. Proficiency level in MS Office and other similar software:

(Proficient / Advanced/ Moderate/ Low/ Not aware) _____

15. If selected, what period would you require to join _____

Declaration:

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will lead to disqualification and is likely to render the candidate unfit.

Date: _____ **Signature of the candidate** _____

Place: _____ **Name of the candidate:** _____