

Department of General Medicine**Advertisement for the post of Data Entry Operator**

Eligible candidates are invited to apply for the post of **Data Entry Operator** for the project titled “*Asian Patient Perspectives Regarding Outcomes, Awareness, Care and Health (APPROACH) II*”, a screening study for patients diagnosed with heart failure, renal disease, and COPD”, Funded to Dr. Bhupen Barman, HOD and professor, Dept. of General Medicine, AIIMS Guwahati on purely contractual basis, under Dr. Bhupen Barman, Additional Professor, Department of General Medicine, AIIMS, Guwahati–781101, as Principal Investigator:

Post Details

Sl. No	Name of Post	No. of Posts	Essential Qualification	Desirable Qualification	Monthly Salary	Duration	Age Limit
1	Data Entry Operator	01 (UR)	Intermediate (12th pass) Science stream from recognized board. A speed test of not less than 15000 key depressions per hour through computer-based test.	Bachelor’s degree in Computer Applications / IT / Computer Science from recognized University / Institution. One year experience in EDP work in Govt./Autonomous/PSU/r recognized organisation. Good communication skills in English, with 1 year of Diploma in Computer Application.	\$295 (Rs 20,097)	02 months	30 Years

Selection Process

1. Eligible candidates may apply using the **Google Form** available at the following link <https://forms.gle/1ZnDJkw2X6ChWBvr7>
2. No separate email submission is required. **Submission through the Google Form is sufficient.**
3. The **last date for submission** of the Google Form is **2 days from the date of advertisement.** Applications submitted after 2 days will **not be considered.**
4. Candidates must upload **scanned copies** of all required documents.
5. Shortlisted candidates must bring **original certificates** and **two photocopies** for verification at the time of the interview.
6. The **list of shortlisted candidates** will be published on the **AIIMS Guwahati website.**
7. **Only shortlisted candidates** will be called for the interview.
8. **Date of Interview will be intimated later.**
9. Interview Mode: **Offline only**
10. **Place of Interview:** AIIMS Guwahati
11. Any **misrepresentation** or incorrect details in the application will lead to **disqualification.**
12. The **decision of the Selection Committee**, subject to approval by the Executive Director, AIIMS Guwahati, will be **final.**
13. The **result** will be published on the **AIIMS Guwahati website.**
14. **Selected candidates must join immediately** upon selection.

Terms & Conditions:

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action.
2. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process, the candidate may be rendered disqualified at the time of document verification if he/she doesn't fulfil essential eligibility criteria.
3. Expiry of Contract: The contract will automatically expire on completion of the period specified above unless renewed with mutual consent. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
4. Accommodation: No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
5. Candidates already in government service shall submit a '**No Objection Certificate**' from the present employer at the time of interview.
6. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
7. Candidates should bring original certificates in support of age, educational/professional qualification, experience etc., along with two recent passport-size colour photographs. One set of self-attested photocopies of relevant documents must be submitted with the application form. Failure to do so will disqualify the candidate from appearing in the interview/written test.
8. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
9. No travelling or other allowances will be paid to candidates for appearing in written examination or for joining the post.
10. Canvassing of any kind will lead to disqualification.
11. Private practice of any type is prohibited.
12. He/She is expected to conform to the rules of conduct and discipline as applicable to institute employees.
13. The decision of the competent authority regarding selection will be final and no representation will be entertained in this regard.
14. The candidate should not have been convicted by any Court of Law.
15. If any information given or declaration by the candidate is found to be false, or if the candidate has wilfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from service and action taken as deemed fit by the appointing authority.
16. Incomplete applications will be summarily rejected.
17. The Competent Authority reserves the right to amend, cancel, or change this advertisement wholly or
18. No individual intimation will be sent by AIIMS Guwahati to applicants. It is the responsibility of the applicants to regularly visit the institute website.
19. All disputes will be subject to jurisdiction of the Courts at Guwahati.
20. Selected candidates should join duty immediately and be ready to work.

Sd/-

Principal Investigator:
Dr. Bhupen Barman
Additional Professor
Department of General Medicine
AIIMS Guwahati