



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)

Refer. No: AIIMS/GHY/Pharma/2025/126

Dated: 10.11.2025

Recruitment Notification

For The Post Of Research Administrative Assistant

Online applications are invited from eligible candidates for the post of Research Administrative Assistant purely on contractual basis in the extramural research project titled “ICMR DHR Certificate program in Good Clinical Practice”, sanctioned to Dr Satyajit Mohapatra, Additional Professor & HOD, Department of Pharmacology, AIIMS, Guwahati 781101, as Principal Investigator under Department of Health Research, ICMR funding.

Interview Process:

S. No.	Name of the Post	No. of Post	Qualification & Experience	Monthly consolidated Emoluments	Duration	Age
1	Research Administrative Assistant	01	Minimum 3 years Bachelor's degree in any life sciences or clinical research or pharmacy from a Recognized University/ Institution + Minimum experience in documentation work, administrative task, Working Knowledge of Computer (MS Office) Master degree will be preferred.	Ra 20,000.	The appointment will be on temporary basis for a period of 6 months. Based on the performance in 6 months, the appointment could be extended till the end of the project.	Not exceeding 35 years on the date of the walk- in interview

1. Eligible candidates may apply on the attached proforma.
2. The filled-up application form along with certificate of age, qualification, experience should be emailed to **gcpaiimsghy@gmail.com** (all documents merged as a single PDF file in same order as given above).
3. Subject line should be “Application for Post of (Name of the post applied).
4. Application should be mailed to above mail id on or before **15th November 2025**
5. Any application received after 15th November 2025 will not be considered.
6. List of shortlisted candidates will be published on AIIMS Guwahati Website before the interview.
7. Date of Interview: **26 November 2025**
8. The interview will be conducted through offline mode only.
9. Place of Interview: AIIMS Guwahati
10. Candidates should bring two photocopies of application form and supporting document along with original documents for verification at the time of interview.
11. The decision of selection committee further to approval of Director, AIIMS Guwahati will be final.
12. Result will be published on AIIMS Guwahati Website after the selection process is over.

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. 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.

2. These appointments will be made from the staff strength sanctioned to the extra-mural project and employment in this extra-mural project will not vest any right to candidate for appointment within the sanctioned staff strength of AIIMS Guwahati.
3. **Tenure:** The assignments are purely on contract basis for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Guwahati or for continued contractual appointment.
4. **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
5. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
6. The candidate who is already in government service shall submit '**No Objection Certificate**' from the present employer at the time of interview.
7. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
8. The candidate should bring along **original certificates** in support of his/her age, educational/professional qualification, experience etc., two recent passport size colour photographs. One set of self-attested photocopies of the relevant documents would need to be submitted with the application form. Failing these, he/she will not be allowed to participate in the walk-in-written test or interview.
9. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
10. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.
11. Canvassing of any kind will lead to disqualification.
12. Private practice of any type is prohibited.
13. He/ She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
14. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
15. The candidate should not have been convicted by any Court of Law.
16. In case 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 his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
17. Applications incomplete in any aspect will be summarily rejected.
18. The Competent Authority reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
19. All information / updates pertaining to this advertisement including date of interview, results, joining etc will be displayed on the AIIMS Guwahati website and notice board of department of Anatomy of the institute.
20. No individual intimation may be sent by the AIIMS Guwahati to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
21. All disputes will be subject to jurisdictions of Court of Law at Guwahati.

Dr. Satyajit Mohapatra
Principal Investigator
Department of Pharmacology
AIIMS Guwahati

FORMAT FOR APPLICATION

Applying for the project titled “

1. Name of the Post:
2. Advertisement Date:
3. Name of the Candidate:
4. Date of Birth:
5. Gender:
6. Age:
7. Permanent Address:
8. Address of Correspondence:
9. Email Address:
10. Phone No. Mobile_____
11. Qualification from High School and above:



S. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						

4.						
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13. If selected what period would you require for joining the post:

14. Have you ever been declared unfit by a medical board/court : Yes/No
for appointment in any government service? If yes, details.....

15. Name of Referee (At least two with their contact details)
1.

2.

DECLARATION

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief.

Place:

Date:

.....
(Signature of the Candidate)

Enclosures attached: -

1. Birth certificate.
2. Copies of certificates supporting educational Qualifications.
3. Experience certificate. (If any)

Kindly attach scan of:

- (1) Self-attested photocopies of proof of date of birth (class 10th certificate/ school leaving certificate)
- (2) eligibility qualification mark-sheets, degrees, experience certificate, qualifying degree registration with statutory council (if applicable) and other relevant testimonials including.
- (3) No Objection Certificate from the current employer (if in government service). Original documents for verification should also be brought.