



All India Institute of Medical Sciences, Bhopal
Saket Nagar, Bhopal (MP) 462020
www.aiimsbhopal.edu.in

Advt. No. AIIMS/BPL/Path/Project/GG/2025/229

Date: 10.02.2025

Recruitment of Contractual Staff in ICMR-funded Registry

Walk-in written test/skill test for eligible candidates for the post of Data Entry Operator on a purely temporary basis in the ICMR, New Delhi -funded registry titled "**National Registry for Rare and Other Inherited Disorders (NRROID)**" will be conducted on **20th February 2025**. The duration of the registry is two years, subject to annual extension by the funding agency. The registry is sanctioned to **Dr. Garima Goel, Professor, Dept. of Pathology and Lab Medicine, All India Institute of Medical Sciences, Saket Nagar, Bhopal-462020 (MP)**, in the capacity of Principal Investigator.

Details of advertised post, eligibility criteria and other information are given below:

1.	Name of the Post	Data Entry Operator (DEO)
	Number of Post	1 (UR)
	Age Limit	30 years
	Location of Position	Department of Pathology and Lab Medicine, AIIMS Bhopal
	Qualifications	Essential: <ul style="list-style-type: none">Intermediate or 12th pass from a recognized board. A speed of not less than 15000 key depressions per hour through speed test on computer. Desirable: <ul style="list-style-type: none">2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization.
	Duration of post	1 year (Extendable up to 2 years subject to fund availability)
	Monthly Salary	Rs 29,200/- (Consolidated)
	Walk in Written test/Skill Test	Date: 20 th February 2025 Reporting Time: 9:30 AM Venue: Department of Pathology and Lab Medicine, Sardar Vallabhbhai Patel Bhavan, AIIMS Bhopal Saket Nagar Bhopal 462020 (MP)

Instructions for applicants:

1. Interested and eligible candidates can appear for a walk-in written test/skill test on the mentioned date along with the duly filled application form in the prescribed format (attached).
2. Incomplete applications, applications not in the prescribed format and applications without supportive documents shall be summarily rejected.
3. Candidates appearing for the walk-in-written test/skill test should bring a duly filled application form along with all original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificate/testimonials (4) One, self - attested recent passport size photograph (5) ID Proof (Ex. Aadhaar/PAN/Voter ID/Driving License etc.) (6) SC/ST/OBC Certificates, if applicable. (7) **One set of self-attested photocopies** of all documents. (8) No Objection Certificate from the current employer (if in regular/permanent position). (9) Candidates should produce all certifications/testimonials in original for verification.
4. The applications duly signed and scanned will be accepted. Applications without signatures and photographs will not be considered.



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5. A hard copy of the application along with 01 photographs has to be submitted by candidates while appearing for the written test/skill test.
6. The candidates will be shortlisted for skill tests based on marks obtained in the written exam.
7. **Age Relaxation:** Age relaxation is admissible with respect to SC/ST/OBC candidates and departmental candidates (including projects) and in accordance with the instructions issued by the Central Government/ICMR guidelines from time to time. Age relaxation will be subject to submission of the concerned document for the category along with the original application.
8. Age/Education qualification/experience will be considered till the date of written test/skill test.
9. **Candidates who fail to bring the original certificates will not be allowed to attend walk-in-written test/skill test. Candidates who will report after the scheduled date/time will not be allowed to appear in test.**
10. Candidates shall ensure that their e-mail ID and Phone numbers as specified in the application form are active during the currency of selection process.
11. The post is contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
12. No TA/DA will be paid for attending the walk-in- written test/skill test.
13. **Application Fees:** Nil.
14. Leave shall be applicable as per Institutional policy for project staff of AIIMS Bhopal guidelines in this regard.
15. AIIMS Bhopal reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
16. The Institute reserves the right to consider or reject any application/candidature. The decision of the Executive Director, AIIMS Bhopal, will be final and binding.
17. Canvassing in any form will lead to disqualification.
18. Corrigendum /addendum/further information, if any; in respect of this advertisement, will be published on our website only, which is www.aiimsbhopal.edu.in

Principal Investigator:
Dr. Garima Goel
Professor,
Dept. of Pathology and Lab Medicine,
All India Institute of Medical Sciences,
Saket Nagar, Bhopal-462020 (MP)