



# अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश-249203

## All India Institute of Medical Sciences, Rishikesh 249203

Advertisement for the post of **Data Entry Operator** on purely contractual basis for an Extramural Research Project.

Applications are invited for filling up of following post under Extramural Research Project titled “**Hospital Base Cancer Registries in India**”, funded by NCDIR on Contractual Basis **in the Department of Pathology and Laboratory Medicine, AIIMS, Rishikesh** as per the below-mentioned details:

Name of the Post	No. of Post	Essential Qualification	Desirable Qualification	Pay	Upper Age limit
Data Entry Operator	01	1. 12 <sup>th</sup> standard pass or equivalent. 2. Should possess a speed of not less than 15000 key Depressions per hour for Data entry work.	1. Certification in computer application and data management. 2. Good communication skills Ability to converse Hindi & English language	17,000/-	25 Years

**Nature of Employment:** Temporary / Contractual

**Duration of Employment:** Initial recruitment for 1 year or early in case of project termination/extension as applicable, depending on the candidate's performance and budget grant from the funding agency.

**Job Location:** Department of Pathology & Laboratory Medicine, AIIMS, Rishikesh

**Date and time of Interview:** This will be communicated through official website.

### 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 permanent employment with AIIMS Rishikesh.
- The posts are purely on a contract basis; the contract will be for a period of six months, extendable for one year, or completion of project whichever is earlier.
- NO claim for any other regular post in AIIMS Rishikesh shall be entertained.
- Employee Performance Indicator will be applied.
- Candidate must bring a completely filled application form.
- Incomplete applications or applications received after due date will not be considered.
- No TA/ DA will be paid for the interview.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Recruitment Committee/PI without any prior intimation.
- No other allowance/ facilities other than consolidated salary shall be admissible.



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- Decision of Recruitment Committee will be final.
  - Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
  - 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.
  - The appointee may be relieved from the current job position, by serving one-month prior notice, if the notice period is less than 01 month, an amount equal to the salary of 01 month will have to be deposited for relieving certificate.
  - It is mandatory to have a health insurance coverage before joining.
  - Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.

Applicants must fill up all the columns of application form properly. Single/consolidated SCANNED PDF of the signed application along with its enclosures and complete in all respects should be mailed to the [path@aiimsrishikesh.edu.in](mailto:path@aiimsrishikesh.edu.in) by the last date of application

**Principal Investigator**  
**AIIMS, Rishikesh**