



**अखिल भारतीय आयुर्विज्ञान संस्थान**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
साकेत नगर, भोपाल (मध्य प्रदेश) – ४६२०२४  
Saket Nagar, Bhopal (Madhya Pradesh) – 462024

**Advertisement No: AIIMS Bhopal/CFM/Projects/AM/ NCD Tribal Project/07**

**Dated 23/07/2025**

**Vacancy Notification for temporary/ contractual posts under ICMR-funded project**

Eligible candidates are invited to attend the interview and written test on-site (in person) on the dates mentioned below for the following posts on purely contractual basis in the extramural research project funded by Indian Council of Medical Research (ICMR) titled "Improving access to care for chronic non-communicable diseases using digital health interventions in selected tribal population dominated districts of Madhya Pradesh - a mixed - methods implementation research study" under Dr. Anindo Majumdar, Principal Investigator and Additional Professor in the department of Community & Family Medicine at AIIMS Bhopal.

**A. Recruitment for the post of Data Entry Operator (DEO) Grade-B**

1. Number of posts: 01
2. Consolidated Pay: Rs. 18,000/- per month
3. Age: 28 years or less
4. Duration of contract: 12 months or till end of project period, whichever is earlier (subject to continuation of funding by ICMR and performance of the employee).
5. Qualifications (Essential): Intermediate or 12th pass in science stream from recognized board with DOEACC 'A' level from a recognized institute and /or 2 years' experience in EDP work in Government. Autonomous PSU or any other recognized organization. A speed test of not less than 8000 key depressions per hour through speed test.
6. Qualifications (Desirable): Experience of having worked in field-based research projects would be desirable. Knowledge of Microsoft Word/Excel/PowerPoint previous experience of developing computer-assisted data collection tools on Google form/ ODK etc.
7. Job Description: To do data entry of data collection to be done in the field and health centers which will be in six districts Jhabua, Alirajpur, Barwani, Dhar, Mandla and Dindori (where the staff may be posted), to help in development of online study tool/ questionnaire, online data collection, and to provide assistance in conducting the project in form of quality assurance of data collected, coordinating project data related activities, record-keeping and other tasks assigned by PI.
8. The employee would need to have a valid drive license for two-wheeler with gear and own/ arrange for a two-wheeler for travel related to the project.
9. Mode of selection: Written test and skill test by the competent selection panel (in person only at the venue mentioned below)
10. Date of written test and interview: **07.08.2025 (Thursday), 10 am to 5 pm**
11. Time of Reporting: All the candidates should report **between 9:00 am to 10:00 am** on date of written test and interview.



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12. Reporting Venue: Room No 16, Department of Community & Family Medicine, Second Floor, Medical College Building, AIIMS Bhopal.
13. The written test would be conducted in the subject areas of Research Methods, Communication, General management, and use of Information technology in health.
14. The candidates shall report with
  - a. Duly filled application form
  - b. Self-attested photocopies of proof of date of birth (birth certificate/class 10<sup>th</sup> certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials.
  - c. Original certificates for verification

All the candidates applying should submit the soft copy of the above-mentioned documents (i.e. 13. a, b) to the email id [digincdtribalproject@gmail.com](mailto:digincdtribalproject@gmail.com) latest by **5<sup>th</sup> August 2025**. Please make a SINGLE PDF file of the filled application form and all necessary documents mentioned above before emailing. The documents should be clearly readable. In case the above-mentioned instructions are not followed, the application is likely to be rejected and the candidate will not be allowed to appear for the interview.

15. The date of interview would be used as the cut-off for calculation of age to consider eligibility.
16. **Age Concession:** Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.
17. No TA/DA will be paid for attending the interview.
18. The advertisement is hosted at the websites of AIIMS Bhopal ([www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in))
19. **Application Fees:** Nil

**Dr Anindo Majumdar, M.B.B.S, M.D.**  
**Principal Investigator,**  
**Additional Professor**  
**Department of Community & Family Medicine**  
**Room No 16, 2<sup>nd</sup> Floor, Medical College Building**  
**All India Institute of Medical Sciences (AIIMS)**  
**Saket Nagar**  
**Bhopal-462020 (MP).**



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**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 Bhopal or ICMR.
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 Bhopal or ICMR 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. **Leave:** The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing ad-hoc/ extramural / short term research projects as amended from time to time.
6. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
7. The candidate who is already in government service shall submit '**No Objection Certificate**' from the present employer at the time of reporting for written test/skill test.
8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
9. 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 written test/skill test.
10. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
11. No travelling or other allowances will be paid to the candidate for appearing in written examination/skill test or for joining the post.
12. Canvassing of any kind will lead to disqualification.
13. Private practice of any type is prohibited.
14. S/he can be posted at any place as per the requirement of the project including rural areas / field sites/AIIMS Bhopal.
15. S/he is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
16. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
17. The candidate should not have been convicted by any Court of Law.



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18. 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.
19. Applications incomplete in any aspect will be summarily rejected.
20. 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.
21. All information / updates pertaining to this advertisement including date of written examination, result, joining etc will be displayed on the AIIMS Bhopal ([www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)) website and notice board of department of CFM of the institute.
22. No individual intimation may be sent by the AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
23. All disputes will be subject to jurisdictions of Court of Law at Bhopal.
24. If the selected candidate doesn't report for joining, candidates next in the waiting list from this recruitment process itself will be offered to join as per their order in the waiting list.

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**Principal Investigator,**  
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