

All India Institute of Medical Sciences Madurai

A statutory body established under Ministry of Health & Family Welfare

File no: AIIMS/MDU/IRC/EM-Funded/ICMR/2024/07/02

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VACANCY NOTIFICATION

AIIMS Madurai invites applications from eligible candidates to the following posts for an Indian Council of Medical Research (ICMR) funded research project titled “*Exploring the path to Gender Affirmation Surgery: A Comprehensive Exploration into factors determining decision to transition among transgenders in Tamil Nadu Using a Mixed-Methods Approach*” under the Principal Investigator Dr. Arumuganathan S, Associate Professor, Department of Psychiatry. The position is meant for temporary contractual basis.

1. Senior Project Assistant

a)	Name of the post	Senior Project Assistant
b)	Number of posts	TWO
c)	Duration	6 months * (extended up to 1 year based on satisfactory performance of the candidate)
d)	Maximum age limit	35 years
e)	Qualifications	Essential: 1. Graduate in science/ relevant subjects/ from a recognized university with three years of work experience in Public Health from a recognized institution or Master's degree in Public Health/Biostatistics/relevant subject. Desirable: <ul style="list-style-type: none">• Experience in working as team in field-based projects, using statistical software's and scientific writing as evidenced by peer reviewed publications.• Strong verbal and written communication skills in Tamil and English• Prior experience in working with Sexual and Gender minority population
f)	Remuneration	Rs 30600 (Consolidated without any allowances)
g)	Job responsibilities	Senior Project Assistant will function as assistant to PI for the project. He/she will <ul style="list-style-type: none">• Coordinating with data collection, analysis• Maintaining accounts on expenditure• Distribution of reimbursement• Maintain files with confidentiality in an easily accessible format.• Coordinate communication between PIs, schedule meetings, distribute reports and keep all parties informed of general study operations.

		<ul style="list-style-type: none"> • Operate and maintain office machinery, including copiers, fax machines and printers. • Willing to travel if needed. • Maintaining repositories of expenses • Carry Out all the research activities assigned by Principal Investigator. • Document preparation for submission to IEC and grants office • Handling related administrative work as necessary.
h)	Expected period of joining (Tentative)	First Week of November 2025

2. Data Entry Operator

a)	Name of the post	Data Entry Operator
b)	Number of posts	ONE
c)	Duration	6 months * (extended up to 1 year based on satisfactory performance of the candidate)
d)	Maximum age limit	35
e)	Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Graduate with knowledge of data entry work. <p>Desirable:</p> <ul style="list-style-type: none"> • Qualification in stenography/maintenance of accounts, cashbook ledgers will be added advantage • Experience in MS office / data entry / statistical software • Computer typing speed of not less than 8000key depression per hour. • Work experience in similar projects. • Proficiency in speaking, writing and reading Tamil and English. •Willing to travel if needed. •Prior experience in working with Sexual and Gender minority population
f)	Remuneration	Rs 29200 (Consolidated without any allowances)
g)	Job responsibilities	<p>As a Data Entry Operator, in the project. He/she will perform the following task</p> <ul style="list-style-type: none"> • Data entry, quality check, weekly/monthly data summary & project dashboard. • Assist in the creation of an online database for specific studies in the project • Assist in quality monitoring of all study-related data • Assist in data cleaning, analysis, and troubleshooting in data entry • Assist in the maintenance of project master files and documentation


		<ul style="list-style-type: none"> • Assist in periodic audits and preparation of regular monitoring reports • Miscellaneous office and administrative work related to the project. • Participate in all study-related activities and discharge other duties assigned by PI
h)	Expected period of joining (Tentative)	First Week of November 2025

3. Office Helper

a)	Name of the post	Office Helper
b)	Number of posts	ONE
c)	Duration	6 months * (extended up to 1 year based on satisfactory performance of the candidate)
d)	Maximum age limit	35
e)	Qualifications	Essential: 1. High School or equivalent Desirable: <ul style="list-style-type: none"> • Prior experience in working with Sexual and Gender minority population • Proficiency in speaking, writing and reading Tamil and English.
f)	Remuneration	Rs 26800 (Consolidated without any allowances)
g)	Job responsibilities	As an Office Helper , in the project. He/she will perform the following task <ul style="list-style-type: none"> • Assist in arrangement during stakeholder meeting • Participate and assist in arranging the venue for interviews, group discussion, and surveys • Assist in printing, distribution and collection of questionnaires • Distribution of refreshments during surveys and interviews • Miscellaneous office and administrative work related to the project. • Willing to travel if needed. • Participate in all study-related activities and discharge other duties assigned by PI
h)	Expected period of joining (Tentative)	First Week of November 2025

Note :

1. All the educational qualifications/certificates shall be from recognized board/university.
2. All the experience gained shall be preferably from the Govt organizations and shall be counted after the date of minimum essential qualification. Experience from reputed national/international organizations shall also be considered.
3. Experience shall be from the relevant field/area as required for the project concerned.
4. All community certificates shall be issued by authorized officers of the Government.
5. The candidate should be able to talk fluently in English and Tamil.
6. Important details:

Google form link for application	https://tinyurl.com/4w3k3v63	
Last date for submission of application	4th September 2025 5.00 p.m.	
Date and reporting time for document verification assessment and interview (Tentative)	25th September 2025; 9.00 a.m.	
Venue for document verification assessment and interview (Tentative)	5th floor Academic Block, All India Institute of Medical Sciences, Madurai (temporary campus), Ramanathapuram Government Medical College, Ramanathapuram	

Age Relaxation: -

The age relaxation for SC/ST candidates is up to a maximum period of 5 (Five) years and for OBC candidate up to a maximum period of 3 (Three) years is admissible. Candidates with prior research experience in working with transgender persons will be eligible for additional age relaxation equal to number of years' experience in the specified population. Cut-off date for age limit will be as on the date of last date for submission of applications.

Duration:-

The total duration of the appointment is as mentioned above .


*Duration of the first appointment will be for 6 months. The contract will be renewed based on the performance evaluation by the project investigator with the approval of the Executive Director. In case, the candidate is not performing well, the candidate can be terminated with a notice of one week. Duration may be extended or curtailed based on the instructions of funding agency.

Place of posting: -

Selected candidates are expected to work from AIIMS Madurai Temporary Campus (GMC-

Ramanathapuram). The persons engaged will be posted at AIIMS Madurai (Thoppur campus) on completion of the project. However, the engaged staff is expected to do extensive travel in Madurai district and other study sites/ICMR headquarters in the interest of research work and cross learning from other study sites.

How to apply: -

- The application form should be filled using the google form link.
<https://tinyurl.com/4w3k3v63>
- Or
- Scan the QR code 
- In case of any queries write to the following email id: tgtpaiimsmdu@gmail.com
- If the candidate wants to apply for more than one post, a separate application must be submitted for each post using the same google form.
- Candidate must submit his/her duly filled in application form online with a recent passport size colour photograph and a biodata / CV.
- Documents to be submitted: General documents (Proof of age, caste certificate, OBC certificate and photo id [Aadhar Card/Indian Passport/PAN Card/Driving License]), relevant degree and experience certificates.
- Submit all relevant documents, duly self-attested, online as single pdf.
- Submit the application form within the schedule date and time for submission of application, failing which his/her candidature will not be considered.
- Late/Delayed/Incomplete applications will not be considered, and no correspondence will be entertained in this regard.
- Canvassing in any form will lead to disqualification.
- The crucial date for calculation of age limit and experience will be the last date of online submission of application. The period of experience will be counted after obtaining the prescribed education qualification. In cases where result of qualifying exam is declared after the closing date of application, their candidature will stand cancelled and no claim for selection on the basis of interview will be considered. The requisite qualification and experience obtained after the closing date of receipt of online application will not be considered.
- Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website <https://www.aiimsmadurai.edu.in> only. Hence, the candidates are advised to see our website regularly for further updates related to this advertisement.

Selection Procedure: -

- The qualified shortlisted candidates as per the eligibility criteria will be called for an assessment and interview. The email communication for final date of assessment and interview will be sent only to the short-listed candidates.

- Preliminary assessment will include a written exam and hands on exercise. Those shortlisted in the assessment will be interviewed.
- Any request from the candidates for conducting the assessment/interview through video conferencing will not be entertained.
- Mere fulfilling the essential qualification does not guarantee the selection.
- The decision of the selection committee and Principal Investigator will be final.

Method of Selection: -

Selection will be based on the grading in the following domains: -

1. Experience in research work / relevant field-based project.
2. Written Exam [objective & descriptive] and Hands on exercise. [Only the candidates scoring top 10 marks will be shortlisted for interview]
3. Score obtained in Interview.

In case of a tie in the final marks obtained, seniority on basis of date of birth will be considered for selection. **AIIMS - Madurai reserves the right to cancel/modify the recruitment process at any time, at its discretion.**

Syllabus for assessment:

The topic for assessment will include (areas/syllabus related to the disciplines and criteria described in the eligibility and on the expected roles & responsibilities.

Terms & conditions: -

1. This post is a **tenure job for fixed duration** under ICMR funded research project. These positions are purely temporary posts and co-terminus with the project.
2. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
3. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
4. **No TA/DA will be paid to attend interview** / personal discussion and candidates must arrange transport / accommodation themselves.
5. AIIMS Madurai reserves rights to consider or reject any application / candidature, without assigning any reason.
6. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage. Canvassing in any form will render the candidate disqualified for the post. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection. Incomplete applications will be summarily rejected.
7. The persons engaged as Senior Project Assistant/ Data Entry Operator/ Office Helper cannot be permitted to register for any full-time course/ Ph.D., due to time constraints.
8. The persons engaged as Senior Project Assistant/ Data Entry Operator/ Office Helper shall not have any claim on a regular post in ICMR or in AIIMS Madurai or in any Department of Government of India and their project term with breaks or without breaks in any or

multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption / regularization of service in funding agency or in ICMR / AIIMS-Madurai.

9. Benefits of Leave, Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR / AIIMS Madurai etc. are not admissible to the as Senior Project Assistant/ Data Entry Operator/ Office Helper.
10. Travelling Allowance will be provided to the project staff as admissible as per the existing guidelines.
11. Continuation / Extension to engagement of as Senior Project Assistant/ Data Entry Operator/ Office Helper will depend upon the evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority.
12. AIIMS Madurai reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
13. At the time of applying for the project position, the applicant shall be required to submit duly filled in and signed Undertaking (Annexure-II) along with application form as per Annexure I.
14. These are not the regular posts under ICMR or AIIMS Madurai. Based on this experience, the selected candidate cannot claim any permanent employment either from ICMR or from AIIMS Madurai.
15. In case the candidate wishes to resign from the post, he/she should furnish a notice of one month period or submit one month salary. Once the project duration is completed, the tenure is automatically over for candidate selected for this project.
16. The decision of selection committee in respect of eligibility and selection is final and binding on all.
17. All disputes will be subject to jurisdiction of Madurai.
18. The applicant should not have been convicted by any court of law.
19. For any queries, kindly send email to tgtpaiimsmdu@gmail.com (or) contact 0452 -2481109.
20. The offer of appointment when made will be provisional and subject to verification of credentials (Educational and Personal) by competent authority.
21. This appointment is a full-time appointment and private practice of any kind is prohibited.
22. The candidate must bring the following documents for verification during assessment/interview: -
 - a. Govt issued ID (Aadhar/PAN/Passport/Driving License), poof of Date of birth and caste
 - b. Reservation category Certificate (OBC*/SC/ST/PwD/EWS) (*Candidate should belong to non-creamy layer of Central List of OBC).
 - c. Original certificates for verification of educational qualifications
 - d. Experience certificate from previous workplaces
 - e. One set of xerox copies of qualifying and experience certificates
 - f. Passport size photos (Two)
 - g. Birth Certificate / SSLC marksheet

Annexure I

All India Institute of Medical Sciences, Madurai **Application form (to be filled in Google form)**

Name of the post:

Name of the candidate (Full in Block Letters):

Mother's Name:

Father's Name:

Address for correspondence:

Mobile Number:

Email id:

Date of Birth:

Category: SC/ST/OBC-NCL/General

Marital status: Married /Unmarried/Others

Educational Qualification:

Sno	Exam passed	Grade	Year of passing	Board/university	Subject
	Tenth or equivalent				
	Higher Secondary				

Work Experience:

Sno	Period		Post held	Scale of pay	Name of employer
	From	To			

Details of research publication

S no	Journal	Title	Year	Vol & Pg no	Author	Citations

If selected, what duration would you require for joining?

Have you been declared unfit by medical/court for appointment in any Govt service: Yes/No

If Yes, Mention the reason:

ANNEXURE II

To be submitted by the applicant applying for engagement on the project position(s) along with application format

1. I understand that my engagement will be purely on time bound contractual basis. As such, I will not claim either for extension/continuation of my project services or for regularisation of my services at ICMR or AIIMS Madurai

2. I further state that no criminal proceedings are either pending or contemplated against me in any court of law/police records

3. Declaration:

I hereby declare that the particulars/documents furnished by me are true to the best of my knowledge and belief. I understand that furnishing of false information or suppression facts or any act in contravention to the terms of my contract and terms of the undertaking, shall attract disqualification and would amount to fraudulent act under Indian Contract Act, 1872 and may render me unfit, at any stage of my engagement

Place:

Signature:

Date:

Name:

Project position: