



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
**All India Institute of Medical Sciences, Raipur (Chhattisgarh)**  
Tatibandh, GE Road,  
Raipur-492 099 (CG)  
[www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)

**ADVERTISEMENT FOR WALK-IN INTERVIEW**

**Advertisement for one Data entry operator/Phlebotomist-Grade A post on CONTRACTUAL BASIS** for an extramural project AIIMS-RPR/IRC/EM/F/IPCA, Mumbai/2024/08 entitled “Evaluation of Efficacy and Safety of Aceclofenac + Paracetamol + Serratiopeptidase Combination After Impacted Lower Third Molar Surgery: A Randomized, Double-Blind Comparison with Aceclofenac + Paracetamol Combination” at **AIIMS, RAIPUR, CHHATTISGARH.**

No. *AIIMS/Dent/Man/EM/01/24/01*

**Date: 28/06/2024**

Advertisement for filling up of following post in “**Evaluation of Efficacy and Safety of Aceclofenac + Paracetamol + Serratiopeptidase Combination After Impacted Lower Third Molar Surgery: A Randomized, Double-Blind Comparison with Aceclofenac + Paracetamol Combination**” at AIIMS, Raipur, Chhattisgarh purely on contractual basis: -

S. No.	Name of Post	No. of vacancies
1	<b>Data entry operator/ Phlebotomist - Grade A</b>	One
2	<b>Period of contract</b>	The post will be initially for a period of 1 month extendable further till the end of the project period depending on candidates’ performance. (Remaining Project duration 5 months)
3	<b>Age Limit</b>	Not Exceeding <b>30years</b> as on the date of Interview
4	<b>Consolidated Salary (per month)</b>	@₹15000 per month

5	<b>Essential Educational Qualification</b>	<ul style="list-style-type: none"> <li>i. Minimum eligibility criteria: 60% marks in Graduation along with mentioned essential experience certificate.</li> <li>ii. Certificate/Diploma course in computer Application from a recognized institute or equivalent.</li> <li>iii. A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on Computer.</li> <li>iv. A Certificate/Diploma course in Laboratory Technician.</li> </ul>
6	<b>Essential Experience (if required)</b>	<ul style="list-style-type: none"> <li>i. Previous work experience in research for at least 1 year</li> <li>ii. Good English communication skills. Good skills in reading handwritten Notes / Doctor's prescription. Basic knowledge of medical terms and terminologies.</li> <li>iii. Good knowledge in using Microsoft Word and Excel.</li> </ul>

7	<b>Job Responsibilities :-</b>	<ul style="list-style-type: none"> <li>i. He/she will help the investigators and RA for smooth running of the project.</li> <li>ii. Ensure that clinical research studies are conducted in accordance with the protocol, standard operating procedures, good clinical practice (GCP) guidelines, and other applicable regulatory requirements.</li> <li>iii. He/she will be required for coordinating with PI and RA at study sites at headquarters, study monitoring, for collection of data and follow up of participants in the cohort.</li> <li>iv. Ensure accurate data recording, reporting and entries.</li> <li>v. All work assigned by the PI and RA related to the project.</li> <li>vi. This project may require calling the patient, helping or guiding them in the hospital and follow up for any events.</li> <li>vii. Admission and discharge of the patient will be also the responsibility for this post.</li> </ul>
10.	<b>Date and time of interview and address of the venue</b>	13.07.2024 (Saturday) time 9:30 AM, Department of Dentistry, Ground floor, C block, Gate no 4, AIIMS Raipur.

**Selection Process :-**

- i. List of selected candidates will be mailed to candidate. No separate call letters/admit cards will be issued.
- ii. In case of large number of applications, interview may be spilled over next day or a screening test may be held, or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority in this regard will be final and no correspondence whatsoever will be entertained in this connection.

- iii. Selection will be made based on performance in interview and/or written test. Written tests, if conducted, will consist of multiple-choice objective questions only.
- iv. Carry all documents in original and one set of self-attested photocopies, 2 recent Colour photographs and ID proof at the time of the interview.

**Terms and conditions of appointment:-**

1. The appointment is purely on CONTRACT BASIS initially for 1 month with effect from the date of joining, extendable up to a further 5 months depending on the performance of the candidate and requirement of the project. If the contract is not extended further, the same will lapse automatically. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary without assigning any reason or on failure to complete three months to the satisfaction of the competent authority. Candidates should note that their appointment will be for the Project only and they will NOT be the employees of AIIMS Raipur.
2. No other/ additional allowances other than the consolidated salary mentioned will be admissible. The appointee shall NOT be entitled to any of the benefits available to other employees of AIIMS Raipur appointed on a regular basis.
3. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
4. The appointee shall not have any right or claim to the appointment on a regular basis in AIIMS Raipur on any post.
5. The appointee shall be on whole time appointment for the project concerned and shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of the contract.
6. If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have before the designated medical authority.
7. No TA will be admissible for attending the interview/written test and for joining the duties in case of selection.

8. Leave entitlement of the appointee shall be governed in terms of instructions contained in DOP&Ts OM No. 12016/3/84-Estt.(L) dated 12.4.1985 as amended from time to time.
9. If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have willfully suppressed any material, or information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.
10. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
11. The decision of the competent authority regarding the selection of candidate will be final and no representations in this regard will be entertained.
12. The final result will be declared on the website of AIIMS Raipur, and selected candidates will be informed through email.
13. Candidates are advised to regularly visit the website of AIIMS Raipur ([www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding changes in the date and time of the interview/written exam.

For any queries contact or write to: Dr Manish Raghani, Professor, Oral & Maxillofacial Surgery, Department of Dentistry, AIIMS Raipur, Chhattisgarh 492099. Email: [drmanishraghani@aiimsraipur.edu.in](mailto:drmanishraghani@aiimsraipur.edu.in)

**Dr Manish J. Raghani**  
Principal Investigator  
Professor  
Department of Dentistry  
All India Institute of Medical Sciences, Raipur