



## **All India Institute of Medical Sciences, Gorakhpur**

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Website: <https://aiimsgorakhpur.edu.in/>

### **Recruitment of extramural projects staff on a purely temporary basis**

**Subject:** Recruitment for the posts on a purely temporary basis in the Extramural Project as follows -

1. Project coordinator (1),
2. Data analyst (1),
3. Field coordinator (2) and

All India Institute of Medical Sciences, Gorakhpur intends to engage following non institutional human resource positions on **purely temporary basis** for its short-term Project titled “**Turning the Tide: Eastern Uttar Pradesh's Journey to Defeat Japanese Encephalitis (JE) and Acute Encephalitis Syndrome (AES) - Documenting the Success Story of Control over JE and AES in Eastern Uttar Pradesh**” funded by Women’s Collective Forum (WCF).

**Study Site:** Eastern Uttar Pradesh, Lucknow and Varanasi

**Mode of Selection:** Walk-in-interview (At: Academic Block, AIIMS, Gorakhpur)

Position-wise Nature of Work, responsibilities, remuneration, eligibility for the position and Duration of Post will be as follows -



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Sl. No	Position	Max Age #	Qualification	Responsibilities	Number of Posts	Remuneration	Duration of post
1.	Project coordinator	40 Years	<b>Essential:</b> <ol style="list-style-type: none"><li>Three Years Graduate degree in relevant subject /field + three Years post qualification experience or PG in relevant subject / field. (e.g. BSW/MSW)</li><li>Good communication skills</li><li>Good command over English and Hindi language</li></ol> <b>Desirable:</b> Experience of working in some research project, preferably in community based research	As per the directions from PI - <ol style="list-style-type: none"><li>Coordinating, training and directing other project staff work.</li><li>Administrative and financial planning various stakeholder engagement meetings, IDI, FGDs at various districts (even by personal meeting with stakeholders if needed)</li><li>Maintaining progress of the project as per protocol and presenting weekly progress report in the department.</li><li>Data collection, cleaning, analysis and report making with the help of project staff</li><li>Any other project related work.</li></ol>	1 (One)	Rs. 30,000 per month*	4 months
2.	Data analyst	35 Years	<b>Essential:</b> <ol style="list-style-type: none"><li>Three Years Graduate degree in relevant subject(e.g. IT/Computer application/computer science) + three Years post qualification experience or PG in relevant subject / field.</li><li>Degree/diploma/ Certificate course in data analysis.</li><li>Good practical knowledge of MS-Excel and some data analysis software</li></ol>	<ol style="list-style-type: none"><li>Compiling and cleaning data collected in the project in various forms – Quantitative and qualitative.</li><li>Analysis of Quantitative and qualitative data and prepare result in desired format.</li><li>Regular reporting of collected data progress of data collection.</li><li>Making presentations of result at various meetings discussions etc.</li></ol>	1 (One)	Rs. 20,000 per month*	2 months



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			e.g. SPSS and qualitative data analysis software e.g. N-Vivo. <b>Desirable:</b> Experience of working in some research project as data analyst				
3.	Field coordinator	30 years	<b>Essential:</b> Three Years Graduate degree in any subject. Graduation/Post graduation) in relevant subject (e.g. BSW/MSW) will be given preference. <b>Desirable:</b> Experience of working in some research project, preferably in community based research	She/He will work under the directions of Project coordinator and PI. 1. Coordination of Fieldwork/ activities as per directions 2. Helping project coordinator for planning and implementation of field level activities (meetings, visits etc) 3. Other project-related activities as per instructions from Project coordinator and PI.	2 (Two)	Rs. 15,000 per month*	2 months

\* On completion of targeted deliverables in that month.

#- Age as on date of Interview



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### General terms and conditions:

1. The number of posts and duration may vary.
2. These positions are meant for temporary projects, for two to four month only (varies with different posts).
3. Engagement of the above-advertised staff will depend on the requirement of the project, availability of funds, functional requirements and approval of the competent authority. Therefore, we are not committed to fill up the advertised project human resource positions and the process is liable to be withdrawn / cancelled/ modified at any time.
4. The rates of the salary/ emoluments / stipend shown in the advertisement may vary according to the sanction of the funding agency of the project.
5. Cut-off age limit will be as on the date of interview.
6. Age relaxation will be as per guidelines.
7. Allotment of project to the successful candidate will be decided by the competent authority at its discretion.
8. Qualification and experience should be in relevant field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
9. Mere filling the essential qualification doesn't guarantee selection.
10. Persons already in regular time scale service under any government organization/ department are not eligible to apply.
11. No TA/ DA will be paid to attend the interview / personal discussion and candidates have to arrange transport/ accommodation themselves.
12. WCF and / AIIMS, Gorakhpur reserves rights to consider or reject any application / candidature.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature.
14. The persons engaged on human resource project positions will normally be posted at the various study sites and will travel to collect required data in a few districts.
15. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in WCF or AIIMS, Gorakhpur or in any of its institutes or in any other government organizations and their project term with breaks or without breaks in any



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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 WCF or AIIMS, Gorakhpur.

16. Benefits of provident fund, pension scheme, leave travel concession, medical claim, staff quarters and other facilities applicable to the regular staff of AIIMS, Gorakhpur etc. are not admissible to the project human resource positions.
17. Successful candidates will normally be engaged on Project Human Resource Positions for a period of approximately two to four months (varies as per position) only.
18. AIIMS, Gorakhpur reserves the right to terminate the project human resource positions even during the agreed contract period without assigning any reason.
19. Leaves shall be as per the AIIMS, Gorakhpur's policy for project human resource positions.
20. Candidate must bring his/ her duly filled in application form in the prescribed format with a recent passport-size colour photograph along with a detailed bio-data / CV and all relevant documents; duly self- attested; in proof of his/ her educational qualifications [all certificates and marksheets from 10<sup>th</sup> standard onwards], working experience, age caste and photo id [ Aadhar card/ Indian passport/ PAN card] etc.
21. AIIMS Gorakhpur reserves the right to cancel/modify the process at any time, at its discretion.
22. The decision of the competent authority will be final and binding.
23. Canvassing in any form will lead to disqualification.
24. Corrigendum/ addendum/ further information; if any; in this respect of this advertisement will be published on our website only. **Thus, candidates are requested to regularly visit the institute's website.**
25. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.
26. Age relaxation is admissible to SC/ST/OBC candidates in respect of posts reserved for respective category only and not for unreserved post as per GoI rules. Age relaxation to Ex-servicemen/Departmental candidates including projects shall also be applicable as per Govt. of India/ICMR Norms



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### General Instructions for Filling Application Form.

1. Please read the following instructions carefully before filling up of offline application form for above mention posts.

2. Candidates are advised to fill up the form in the format provided.

3. Please note that all the columns of the application have to be compulsorily filled up. In case of nil information for a particular column, 'N/A' is to be written. The form is to be filled up by the candidate himself / herself in Block Capitals with blue/black ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted. Column wise instructions are as under: -

a) Name: Full name as written in Matriculation Certificate is to be written.

b) Mother's Name: Mother's name as written in Matriculation Certificate is to be written.

c) Father's Name: Father's name as written in Matriculation Certificate is to be written.

d) Gender: Male / Female

e) Present Address with Pin Code: Complete present address of the candidate with PIN code is to be written.

f) Mobile No: Self mobile No.

g) e-mail: Self Email address

h) Date of Birth: Date of Birth as per Matriculation Certificate is to be written in DD/MM/YYYY format.

i) Category: The category of the participant must be mentioned.

j) Declaration: The candidate should carefully read and understand the declaration before signing.

k) Signature of Applicant – The candidate should sign and put his/ her thumb impression in the specified areas in the application form.

l) Place & Date – Place and date to be filled up at the time of filling up of application form.

**For any queries contact: [anil.projects.aiims@gmail.com](mailto:anil.projects.aiims@gmail.com)**

**Walk in Interview: 22/04/2024 (Tuesday)**

**Place of Interview:** Academic Block (Medical Collage), AIIMS, Gorakhpur



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**Reporting Time:** 8.30 A.M.- 10.00 A.M.

### **Documents Required to be produced in Original at the time of interview**

1. Filled application format
2. Photo Identity proof (Aadhar card/ Driving Licence/ Voter ID card/ PAN card/Passport) \*
3. Address proof\* (Aadhar card/ Driving Licence/ Voter ID card/ PAN Card/ Passport)
4. Proof of date of birth (10<sup>th</sup> Certificate/ Birth certificate) \*
5. Recent passport size photographs (two)
6. Category certificate. (for OBC candidates the certificate of non-creamy layer must be issued with in last one year)\*
7. Relevant Marksheets and Certificates\*
  - a. 10<sup>th</sup> Marksheet & certificate
  - b. 12<sup>th</sup> Marksheet & certificate
  - c. Qualifying degree/ certificate
8. Experience certificate clearly showing date of joining and date of reliving. \*
9. List of publications, along with one original copy (If any) \*
10. GATE/ NET clearance certificate. (If any) \*

\*Along with one set self-attested photocopy of the documents

### **Note:**

- 1. No TA/ DA will be provided to the candidates**
- 2. Candidate found not suitable in the document verification will not be allowed to appear the personal interview**
- 3. No photocopy facility is available at the institute. Candidate has to bring the photocopy of the required documents.**



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### All India Institute of Medical Sciences, Gorakhpur

(Application for engagement of Project Human Resource Position, purely on temporary basis)  
Recruitment of Project staff under Extramural research project

<b>1. Name of the Project</b> <b>Human Resource</b> <b>Position applied for:</b>	<hr/> <hr/>	Latest Passport Size Photograph
<b>2. Name of Project</b>	“Eastern UP’s success Story of JE & AES”	
<b>3. Name in Block Letter</b> :	<hr/> [Surname]      [First Name]      [ Middle Name]	
<b>4. Mothers Name</b> :	<hr/>	
<b>5. Fathers Name</b> :	<hr/>	
<b>6. Address for Correspondence</b> :	<hr/> <hr/> Email _____ Contact No: _____	
<b>7. Permanent Address</b> :	<hr/> <hr/>	
<b>8. Date of Birth (attach supporting document):</b>	____/____/____ [DD]      [MM]      [YYYY]	Age: _____
<b>9. Category:</b>		
<b>10. Marital Status (encircle the appropriate):</b>	Married/ Unmarried/ Divorcee/ Widower/ Widow	





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### 11. Educational Qualification (Must be supported by relevant document, from 10<sup>th</sup> onwards)

Sl. No	Examination	Grade	Year of Passing	Board/ University	Specialization

### 12. Work Experience (Must be supported by relevant document)

Name of Employer/ Organization	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification

### 13. Details of NET/GATE/ national level examination passed if any

Examination Passed	Date of Passing	Valid till

### 14. Proficiency level in MS Office and other similar software: \_\_\_\_\_

(Proficient / Advanced/ Moderate/ Low/ Not aware)



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**15. If selected, what period would you require to join** \_\_\_\_\_

### **Declaration:**

**I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will lead to disqualification and is likely to render the candidate unfit.**

**Date:**

**Signature of the candidate**

**Place:**

**Name of the candidate:**