



## ALL INDIA INSTITUTE OF MEDICAL SCIENCES MANGALAGIRI

### Advertisement for recruitment of Data Entry Operator for ICMR-DHR project

F No: AIIMS/MG/Neurology/ICMR-DHR SMART INDIA TRIAL/Recruitment/2023-24

Date: 20/09/2023

**Subject:** Recruitment for the following post on a purely contractual basis in the Extramural Research Project titled “Smartphone-based Telestroke Vs 'Stroke Physician' led Acute Stroke Management (SMART INDIA): A cluster-randomized trial”.

Applications in the prescribed format are invited for the following post on purely contractual basis for the ICMR-DHR funded Research Project titled “Smartphone-based Telestroke Vs' Stroke Physician' led Acute Stroke Management (SMART INDIA): A cluster-randomized trial”, under Site Investigator Dr. Alex Rebello, Assistant Professor, Department of Neurology, AIIMS, Mangalagiri.

S. No.	Details	Requirements / Information
1.	<b>Post</b>	Data Entry Operator
	<b>Number</b>	One ( UR)
	<b>Age Limit</b>	Up to 25 Years
	<b>Location of position</b>	AIIMS Mangalagiri, District Hospital Tenali and Area Hospital Chirala
	<b>Qualifications</b>	<b>Necessary:</b> Essential:- Intermediate or 12 <sup>th</sup> pass from recognized board. A speed of not less than 15,000 key depressions per hour  <b>Desirable:</b> Knowledge of Computer Applications and data entry Knowledge regarding Cerebrovascular accident/Stroke Experience in Clinical data collection & analysis. Experience of working in Medical Research Projects/ Medical/ Paramedical Sciences
	<b>Duration of post</b>	Initial recruitment for one year or till completion of the project, whichever is earlier, future extension on the basis of performance. Maximum for a period of 2 years or till completion of the project, whichever is earlier, subject to performance evaluation by project investigator.
	<b>Monthly Salary</b>	Rs. 17,000/- total (consolidated) No other allowances shall be given
	<b>Core Responsibilities</b>	➤ Maintain all the databases of the project: online and offline ➤ Other relevant work of the project

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

**GENERAL TERMS & CONDITIONS:**

1. Age limit will be applicable as on the date of interview.
2. The post will be **Purely Contractual** for a period of one year or till the completion of the project whichever is earlier, and the selected candidates shall have no claim for a permanent post following the completion of the tenure.
3. No TA/DA will be provided for attending the interview.
4. Part-time engagement will not be allowed under the project.

All interested candidates must mail their signed application along with its enclosures on or before 30-09-2023 5:00 PM to [neurology@aiimsmangalagiri.edu.in](mailto:neurology@aiimsmangalagiri.edu.in)

5. The provisional schedule is given below:

Sl.No	Post name	Venue:	Reporting Date & time for registration	Date & time for Documents verification / screening test/ speed test/ interview
1	Data Entry Operator	Administrative block, AIIMS Mangalagiri campus	06-10-2023 08.30 AM	06-10-2023 09.00 AM

6. Candidates reporting after 9.30 AM will not be permitted for registration, documents verification and walk-in-interview.
7. There may be a screening test depending on the number of candidates.
8. Candidates in the ratio of 1:10 (1 post: 10 eligible candidates) will be selected for interview after skill test or written test in order of merit.
9. Please come prepared to stay one more day after the scheduled date, in case, schedule over-runs.
10. Please make your own arrangements at your cost for your stay to attend the walk-in interview during the period.
11. No enquiries in this regard, whatever, maybe will be entertained.
12. Please visit AIIMS Mangalagiri website [www.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.edu.in) regularly for updates, if any.
13. Candidates are advised to follow the COVID-19 guidelines released by the Government of India/ State Governments while attending the interview.
14. The candidates submitting CV for the above contractual post are instructed to register for the document verification/ walk-in-interview as per the schedule given above.
15. Any form of canvassing will lead to disqualification of candidature.
16. Candidates, upon selection will have to submit an undertaking relating to the terms and conditions of engagement as per the ICMR guidelines.



17. Candidates are required to bring the following certificates in original, and a self-attested copy of each at the time of the interview

- Proof of age [SSC certificate/ Class 10 or Matriculation certificate (if the date of birth is mentioned)]
- Certificates of academic qualification
- Work and or research experience certificate
- Two passport size photos
- Valid ID proof like Aadhar/ pan/ passport/ voter id.
- Updated CV

**Please Note:** Please visit Institute's website for any last-minute change and other details about this recruitment. ([www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in))

For any queries write to [neurology@aiismangalagiri.edu.in](mailto:neurology@aiismangalagiri.edu.in)

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**SITE INVESTIGATOR,  
ICMR-DHR SMART INDIA TRIAL,  
AIIMS MANGALAGIRI**

**Dr. ALEX REBELLO**  
Assistant Professor  
Dept. of Neurology  
AIIMS Mangalagiri

**FORMAT FOR APPLICATION**

1. Name of the Post :
2. Advertisement Date :
3. Name of the Candidate :
4. Date of Birth :
5. Age :
6. Whether belongs to SC/ST/OBC category :
7. Permanent Address :
8. Address of Correspondence :
9. Email Address :
10. Phone No. Mobile \_\_\_\_\_ Landline No. \_\_\_\_\_
11. Qualification from High School and above :



S. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (dd/mm/yy)	To (dd/mm/yy)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						
5.						

I hereby declare that above information provided by me is correct to my knowledge and belief.

.....  
(Signature of the Candidate)

**Enclosures attached:-**

- 1.
- 2.
- 3.