



All India Institute of Medical Sciences, Bhopal
Saket Nagar, Bhopal (MP) 462020
www.aiimsbhopal.edu.in

File No.: 352/HBCR/Patho/AIIMS/BPL/25

Dated: 06/03/2025

Applications for recruitment in the prescribed format are invited for the posts of **Data Entry Operator and Multi Tasking Staff** on purely temporary basis for the Research Project titled "**HOSPITAL BASED CANCER REGISTRY in India**" under ICMR-NCDIR under Principal Investigator Dr. Deepti Joshi, Professor, Department of Pathology and Lab Medicine, AIIMS Bhopal.

Details of advertised post, eligibility criteria and other information are given below:

1. Name of the Post	Date Entry Operator (DEO)
Number of Post	01 (UR)
Age limit	35 Years
Location of position	Department of Pathology & Lab Medicine, AIIMS Bhopal
Qualifications	Essential: <ul style="list-style-type: none">Intermediate or 12th pass from a recognized board. A typing speed of not less than 15000 key depressions per hour (KDPH) through speed test on computer. Desirable: <ul style="list-style-type: none">Any diploma in computer application.Have experience in MS Word and MS Excel.
Duration of post	1 Year (Initially)
Monthly Salary	29,200/- (Consolidated)
Walk-in-written exam cum interview/ Skill Test	Date: 21 st March 2025 Reporting Time: 09:30 AM Venue: Department of Pathology & Lab Medicine, Medical College Building, Saket Nagar, AIIMS, Bhopal-462020

2. Name of the Post	Multi Tasking Staff (MTS)
Number of Post	01 (UR)
Age limit	35 Years
Location of position	Department of Pathology & Lab Medicine, AIIMS Bhopal
Qualifications	Essential: <ul style="list-style-type: none">Class 10th Matric exam passed from any recognized board in India.
Duration of post	1 Year (Initially)
Monthly Salary	26,800/- (Consolidated)
Walk-in-written exam cum interview	Date: 21 st March 2025 Reporting Time: 09:30 AM Venue: Department of Pathology & Lab Medicine, Medical College Building, Saket Nagar, AIIMS, Bhopal-462020

Instructions for applicants:

- 1) Interested and eligible candidates can appear for walk-in-written exam & interview on the mentioned date along with the duly filled in the prescribed application form (attached).
- 2) Incomplete applications, application not submitted in prescribed format and application without supportive documents asked for shall be summarily rejected.
- 3) Candidate appearing for walk-in-written exam should bring duly filled application form along with all original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (6) **One set of self-attested photocopies** of all documents. (7) SC/ST/OBC Certificates, if applicable. (8) Candidates should produce all certifications/testimonials in original for verification.
- 4) The applications duly signed and scanned will be accepted. Applications without signatures and photograph will not be considered.
- 5) Hardcopy of application along with 01 photograph has to be submitted by candidates while appearing for written exam.
- 6) **Age Concession:** Age relaxation is admissible in respect of SC/ST/OBC candidates, retrenched government employees, departmental candidate 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.
- 7) Age/Education qualification/Experience will be considered till last date of the advertisement.
- 8) **Candidates who fail to bring the original certificates will not be allowed to attend walk-in-written exam cum interview. Candidates who will report after the scheduled date/time will not be allowed to appear in test.**
- 9) Candidates shall ensure that their e-mail ID and Phone numbers as specified in the application form are active during the currency of selection process.
- 10) The post is contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
- 11) No TA/DA will be paid for attending the walk-in- written exam.
- 12) **Application Fees:** Nil.
- 13) Leave shall be applicable as per Institutional policy for contract staff of AIIMS, Bhopal guidelines in this regard.
- 14) AIIMS, Bhopal reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
- 15) The institute reserves the right to consider or reject any application/candidature. The decision of the Exe. Director, AIIMS, Bhopal will be final and binding.
- 16) Canvassing in any form will lead to disqualification.
- 17) Corrigendum /addendum/further information; if any; in respect of this advertisement, will be published on our website only.

Sd/-

**Dr. Deepti Joshi, Professor,
Principal Investigator
Department of Pathology and Lab Medicine,
G-Floor, Medical College Building,
All India Institute of Medical Sciences, Bhopal**