



All India Institute of Medical Sciences, Kalyani
(A Statutory body under aegis of Ministry of Health and Family Welfare,
Govt. Of India)
NH - 34 Connector, Basantapur, Saguna, West Bengal – 741245

Advt. No: **ICMR/05/3058/SGP-2023/001/3488** Dated: **25/01/2024**

Advertisement for Vacancy in an ICMR funded Research Project

Applications are invited from eligible candidates for an extramural Investigator Initiated Small Grant Project entitled “Sensorineural hearing loss in Type 2 Diabetes Mellitus and its association with plasma folic acid and homocysteine” at AIIMS, Kalyani purely on a temporary contractual basis.

Principal Investigator: Dr Anasuya Ghosh, Associate Professor, Department of Anatomy

Details of Vacancy:

Sl. No.	Name of the project Position	No. of posts	Monthly emoluments	Eligibility criteria	Upper Age Limit (on last date of application process)
1.	Data Entry Operator	1	Rs 29200/- (consolidated)	See Appendix 1	Not exceeding 30 years
2.	Project Technical support -1	1	Rs. 18000+ 27% HRA = Rs 22860/-	See Appendix 2	Not exceeding 28 years

*Candidates well versed in local language (Bengali) and has previous working experience in similar field are encouraged to apply. Those who have worked in similar project will be given preference.

Eligibility Criteria-

1. Appendix -1-Data Entry Operator**Essential Qualification:**

Bachelor's Degree from a recognized University

Desirable Qualification

1. Excellent knowledge of MS office (MS Excel/ word/ power point) with knowledge of basic statistical analysis and good written communication skill in English.
2. Experience in research related to medical sciences in reputed institute
3. Master's Degree in science from a recognized university

2. Appendix 2- Project Technical Support-1 (Medical Laboratory Technician)**Essential Qualification**

12th from a recognized Board+ DMLT+ two years of experience in relevant field

Desirable Qualification

1. Experience in research related to medical sciences in reputed institute and biochemistry laboratory work in a health care set up/ research project.
2. Higher qualification & experience more than the essential qualification in the relevant discipline will be an advantage for shortlisting.

Job Responsibility

Data Entry Operator	Interviewing and recruitment of patient, data collection, data entry, maintenance of records and files in hard copy and softcopy, executing finance and administrative related tasks of project
Project Technical Support 1	Rapport building with patients, blood collection, following up various investigations, report collection, any other related work assigned by PI

Selection Process:

1. Eligible candidates may fill the attached application form. The filled-up application form along with a passport size photo and certificates of age, qualification, experience should be emailed to dragprojects@gmail.com (all documents merged as a single PDF file in same order as given in annexure).
2. The email should have the heading mentioning the specific post applied for, like: "**Application for the post of Data Entry Operator /Project Technical Support 1 for the ICMR Project AIIMS Kalyani.**" The improper heading may lead to rejection of the application.
3. The last date of submission of the application will be **15 days after the advertisement notice on the institute webpage**. Eligible shortlisted candidates will be called for a written/ aptitude test/ interview.
4. Any application received after the stipulated time will not be considered.
5. List of shortlisted candidates will be published on AIIMS Kalyani Website (<https://aiimskalyani.edu.in>) before the interview. No individual intimation will be sent by AIIMS Kalyani to applicants. Candidates are hence requested to follow up recruitment notices on the

- website periodically.
6. Date and Venue of interview will be published on AIIMS Kalyani website (<https://aiimskalyani.edu.in>).
 7. The interview will be conducted through offline mode only. No TA/DA will be paid for attending the same.
 8. Candidates should bring two photocopies of application form and supporting documents along with original documents for verification at the time of interview.
 9. The decision of selection committee further to approval of the Executive Director, AIIMSKalyani will be final.
 10. Result will be published on AIIMS Kalyani Website after the selection process is over and the same will be communicated to the selected candidate via e-mail.

TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. If any declaration given or information furnished by him/her proved 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 such other action as the Government/ ICMR may deem necessary. Even after qualifying in the selection process the candidate may be rendered disqualified at the time of document verification if he/she does not fulfil essential eligibility criteria.
2. Tenure: The assignments are purely on temporary contractual basis for a period of one year, subjected to be extended for a maximum period of 36 months depending on funding of the project. These appointments will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Kalyani/ICMR or continued contractual appointment.
3. Expiry of Contract: The contract will automatically expire on completion of project or earlier in case of withdrawal of support by funding agency. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
4. Leave: The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing extramural research projects as amended from time to time.
5. Accommodation: No hostel or any other accommodation will be provided by the institute. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
6. Canvassing of any kind will lead to disqualification.
7. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
8. Applications incomplete in any aspect will be summarily rejected and no intimations / requests will be made to the candidate in this regard. Candidates who will be called for the final interview will be based on the complete discretion of the Screening Committee and no intimations will be given/ sent to the candidate in this regard.
9. Decision of the Selection Committee at AIIMS Kalyani regarding selection of candidates will be final and no representation in any manner will be entertained in this regard.
10. The candidate is expected to conform to the rules of conduct and discipline as applicable to the institute employee.

Dr Anasuya Ghosh
(Principal Investigator)
Associate professor, Dept of Anatomy,
AIIMS, Kalyani

APPLICATION FORM

Study Title: Sensorineural hearing loss in Type 2 Diabetes Mellitus and its association with plasma folic acid and homocysteine

1. Post Applied for:

2. Full name in block letters:

3. Name of Father:

4. Name of Mother:

5. Date of Birth:

6. Age:

7. Gender:

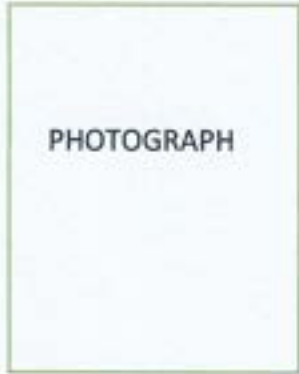
8. Permanent Address:

9. Present Address:

10. Aadhar No:

11. Contact Number:

12. Email id:



13. Details of Qualification:

Sl. No	Course	% of Marks	Year of passing	Board/University

14. Details of Experience:

Sl. No	Designation/post	Name of Institute	From (date) – To (date)

ANNEXURE

<u>S. No.</u>	<u>Particulars of enclosures</u>	<u>Marked Page</u>
1.	Birth Certificate	
2.	Matriculation certificate	
3.	Higher Secondary or equivalent certificate	
4.	Graduation Certificate	
5.	Relevant highest Degree Certificate	
6.	Experience certificate	
7.	Any other relevant certificate	

DECLARATION BY THE CANDIDATE

Post applied for _____ at All India
Institute of Medical Sciences, Kalyani

I hereby declare that the information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/false, my candidature/services are liable to be terminated.

Place:

Date:

Signature of the Candidate