



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

Website: <http://www.aiimsjodhpur.edu.in>

File No.: AIIMS/RES(08)/2021/649

Dated: 13/11/2021

Subject: Recruitment for the following post on purely temporary basis in the Bloomberg Initiative to Control Tobacco Use Grants Program through The Union, Funded Research Project, titled "**Mapping the entire bidi trade in the seven largest bidi producing states, and identify gaps in legal and illicit bidi manufacture**".

Applications in the prescribed format are invited for the following post on purely temporary basis for the Research Project titled "**Mapping the entire bidi trade in the seven largest bidi producing states, and identify gaps in legal and illicit bidi manufacture**" under Principal Investigator Dr. Pankaj Bhardwaj, Additional Professor, Department of Community Medicine & Family Medicine & MPH Program Coordinator, School of Public Health, AIIMS, Jodhpur as per the details given below:

S. No.	Details		Requirements/Information
2.	a.	Name of the Post	Admin cum Finance Assistant
	b.	Number of Post	01 (UR)
	c.	Essential Qualification	M.Com with 3 years of experience of administration/finance and accounts work
	d.	Age Limit	35 years
	e.	Job Profile	Routine administrative and financial tasks related to the project including managing expense reports and reimbursements, entering financial transactions into databases and reconciling invoices. Help process documents and manage accounts. Perform various tasks related to billing and payroll, file paperwork, and scan documents.
	f.	Desirable	Previous experience of working in community-based research projects. Proficiency in Hindi and English language (both reading and writing). Proficiency in MS Word, Excel, PowerPoint and Statistical Software.
	g.	Job duration	1 year, can be extended further
	h.	Place of work	Jodhpur primary location, with travel to locations across the country
	i.	Monthly salary	₹30,825/- (Consolidated)

All candidates should submit the filled application in the prescribed format and Bio-data on the day of Walk-In-Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience, on **November 20, 2021 at 09:00 AM** at following address:

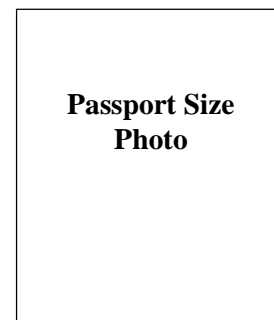
Research Section,
Room No. C-116, First Floor,
Medical College Building,
All India Institute of Medical Sciences,
Jodhpur

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidate's starts at 09:00 AM on **November 20, 2021** and closing time to report for interview is 10:00 AM on **November 20, 2021** after which no additional candidates would be entertained for interview.
2. The above posts are filled-up on purely on temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent Employment under AIIMS, Jodhpur or continuation of his/her services in any other project.
3. No enquiries shall be entertained in this regard after due date.
4. Post may increase/decrease as per requirement and at the sole discretion of Research Section, AIIMS, Jodhpur.
5. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
6. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
7. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
8. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
9. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Canvassing in any form will be a disqualification.
12. **Age Relaxation:** Age relaxation for SC, ST and OBC candidates will be given against reserve posts only
13. Age / Education qualification / Experience will be considered till late date of the advertisement.

FORMAT FOR APPLICATION

1. Name of the Post:
2. Advertisement File No. & Date:
3. Name of the Candidate:
4. Father's Name:
5. Date of Birth:
6. Age:
7. Category:
8. Permanent Address:
9. Address of Correspondence:
10. Email Address:
11. Phone No. Mobile _____ Landline No. _____
12. Qualification from High School and above:



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

13. 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.