

## Data Entry Operator

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| Project Name and Project ID         | ICMR Multicentric National Task Force Project<br>“Prevalence and Etiology of Hearing Impairment”<br>(Central region)   |
| Project Duration                    | 3 years  |
| Date of start of project            | 16/11/2015   |
| Brief Description about the Project | Epidemiologic study of prevalence of Hearing Impairment in Central India   |
| Resource Requirement:               | One  |
| Education:                          | Any Graduate with ability to use MS Office, MS Excel proficiently  |
| Experience/Fresher                  | Applicants with experience in SPSS/ Epi Info, etc. shall be preferred  |
| Key Skills                          | Ability to handle large data sheets on MS Excel/Created data interfaces/Online central databases   |
| Job Title                           | Data Entry Operator  |
| Location                            | AIIMS, Raipur  |
| Proposed Salary                     | Rs16,188 (Rupees sixteen thousand one hundred and eighty eight only)   |
| Core Responsibilities               | Maintain all the databases of the task force: online and offline   |
| Specific Activities                 | <ul style="list-style-type: none"> <li>- Data management</li> <li>- Draft reports</li> <li>- Manage all official correspondence</li> <li>- Coordinate with accounts section, AIIMS, Raipur</li> <li>- Maintaining records and accounts related to the project</li> </ul> |

## Field Worker

|                                     |   |
|-------------------------------------|---|
| Project Name and Project ID         | ICMR Multicentric National Task Force Project<br>“Prevalence and Etiology of Hearing Impairment”<br>(Central region)  |
| Project Duration                    | 3 years   |
| Date of start of project            | 16/11/2015  |
| Brief Description about the Project | Epidemiologic study of prevalence of hearing impairment in Central India  |
| Resource Requirement:               | One   |
| Education:                          | Minimum qualification is 10+2 (passed). Social Work Graduates with community experience will be preferred.  |
| Experience/Fresher                  | Applicants with experience in conducting field based surveys will be preferred.   |
| Key Skills                          | Ability to conduct a field survey and record data in the proformas in English, Hindi  |
| Job Title                           | Field Worker  |
| Location                            | AIIMS, Raipur   |
| Proposed Salary                     | Rs 17,140 (Rupees seventeen thousand one hundred and forty only)  |
| Core Responsibilities               | Perform community based survey and record the data  |
| Specific Activities                 | <ul style="list-style-type: none"> <li>- Door to door visit and interviewing of study respondents</li> <li>- Scheduling follow up visits</li> <li>- Follow up of respondents with hearing problems and referral to project team for further assessment</li> </ul> |

## Research Scientist

|                                     |  |
|-------------------------------------|--|
| Project Name and Project ID         | ICMR Multicentric National Task Force Project<br>“Prevalence and Etiology of Hearing Impairment”<br>(Central region)   |
| Project Duration                    | 3 years  |
| Date of start of project            | 16/11/2015   |
| Brief Description about the Project | Epidemiologic study of prevalence of hearing impairment in a Central India region  |
| Resource Requirement:               | One  |
| Education:                          | MD (Community Medicine) / MS (Otolaryngology)  |
| Experience/Fresher                  | Experience of conducting community based hearing impairment survey will be preferred   |
| Key Skills                          | Ability to perform cluster random sampling of a given population by Probability Proportional to Size method  |
| Job Title                           | Research Scientist   |
| Location                            | AIIMS, Raipur  |
| Proposed Salary                     | Rs 63,548 including HRA and NPA (Rupees Sixty three thousand five hundred and forty eight only)  |
| Core Responsibilities               | <ul style="list-style-type: none"> <li>- Perform basic ear examination and documentation</li> <li>- Take complete responsibility for co-ordinating all field activities and report to the Principal Investigator.</li> <li>- Prepare reports for quarterly appraisal.</li> <li>- Ensure quality of Data collection and Data entry</li> </ul> |
| Specific Activities                 | <ul style="list-style-type: none"> <li>- Liaison with District/sub-district Hospitals, PHCs, Gram Panchayats, CHC and gather population data as per Census 2011</li> <li>- Prepare manuals for training all the field staff</li> <li>- Visit project site, map the population and perform cluster random sampling</li> </ul>                 |

### **How to apply?**

1. Interested candidates may apply in the format attached and send a hard copy of the application to Principal Investigator, ICMR NTF HI Project, Room No. 2116, Medical College Building, Gate no 5, AIIMS Raipur.
2. The envelope should be **super scribed with the post applied for.**
3. A **Demand Draft/ Bankers Cheque of Rs 100/-** (in case of General/OBC only) payable to “AIIMS Raipur” should be attached with the application form.
4. The last date for receiving the applications is 22/08/2016, 5:00 PM.
5. **Only short listed candidates will be called for interview.**
6. *The date, time and venue of interview shall be intimated on website of AIIMS, Raipur.*
7. Candidates should bring duly filled application form (As per the prescribed Performa) and all original certificates of educational qualifications, experience certificate along with a photo and set of photocopies at the time of interview.

### **Terms and conditions:**

1. These are tenure vacancies under funded project and are not employment on AIIMS Raipur pay roll. Employment will automatically terminate upon completion of the project and there is no liability for permanent employment on AIIMS, Raipur or Principal Investigator.
2. Selected candidates have to carry out extensive touring and collect data in field.
3. No TA/DA will be paid for attending the interview.
4. The upper age limit for applying to all posts is 45 years as on 31/07/2016. Candidates will not be allowed to tender resignation within 6 months of appointment.

## Application Form

- 1 Name of the post applied for \_\_\_\_\_
- 2 Name of the project \_\_\_\_\_
- 3 Name in full (block letters) \_\_\_\_\_
- 4 Mother's Name : \_\_\_\_\_
- Father's/Husband's name: \_\_\_\_\_
- Guardian name and Phone no.: \_\_\_\_\_
- 5 Address for correspondence \_\_\_\_\_  
Phone number & Email id. \_\_\_\_\_
- 6 Permanent address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7 Date of birth : \_\_\_\_\_
- 8 Whether General SC/ST/OBC: \_\_\_\_\_ Caste : \_\_\_\_\_
- 9 Marital status : \_\_\_\_\_  
Married/Unmarried \_\_\_\_\_
- 10 Educational qualifications:

| S. No. | Exam passed | Grade | Year of passing | Board/University | Specialization |
|--------|-------------|-------|-----------------|------------------|----------------|
|        |             |       |                 |                  |                |
|        |             |       |                 |                  |                |
|        |             |       |                 |                  |                |
|        |             |       |                 |                  |                |
|        |             |       |                 |                  |                |

11. Work Experience :

| S. No. | Period |    | Post held and Pay Scale | Name of the Employer | Reason for leaving |
|--------|--------|----|-------------------------|----------------------|--------------------|
|        | From   | To |                         |                      |                    |
|        |        |    |                         |                      |                    |
|        |        |    |                         |                      |                    |
|        |        |    |                         |                      |                    |
|        |        |    |                         |                      |                    |

12 Employment exchange details (if available): No \_\_\_\_\_

13 If selected how much time would you require for joining the post:

14 Have you ever been declared unfit by a medical board/court for appointment in any government service? Yes/No If yes, details \_\_\_\_\_

**DECLARATION**

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief.

Date :

Place :

Signature of the candidate