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Department of Ophthalmology

All India Institute of Medical Sciences, Patna-801507

Letter no: AIIMS/Pat/Ophthal/2024/3213

Date: 26/09/2024

Recruitment Notice

The following post is to be filled up on purely contractual basis for Indian Council of Medical Research (ICMR) funded research project (IIRP-2023-4831/F1) with title “Diffusion Tensor Imaging (DTI) as a predictor of visual outcome in isolated indirect traumatic optic neuropathy and that associated with head injury: A prospective cohort study”.

Sl. No	Name of the Post	No. of Post and duration	Educational Qualification	Consolidated Salary	Upper Age limit
01.	Data entry operator	01 (For one year)	Bachelor's degree in computer Application/IT/Computer Science or any other stream from a recognized institution/ university A speed test of not less than 8000 key depression per hour through speed test on computer Desirable: 1. Bachelor in optometry will also be considered.	Rs. 29,200/- per month	30 Years
02.	Office helper	01 (For one year)	Essential: 1. Matriculation from a recognized school/board. Desirable: 1. Certificate in Medical Social work	Rs. 26,800/- per month	30 Years

The above post is to be filled purely on contract basis for a period of 12 months it will further extended for another 2 years. The candidates willing to apply may visit the institute's website i.e www.aiimspatna.org for detail information. Eligible candidates may apply on the attached proforma. The filled up application form along with certificate of age, qualification, experience should be emailed to ophthalmology@aiimspatna.org and CC to deanresearch@aiimspatna.org Last date of submission of application will be 10 days after the advertisement notice on institute webpage. Eligible candidates for the post of Data Entry Operator will be called for written exam (80 Marks), Skill test & interview (20 Marks) through email and will be displayed on Institute website.

Note:-For the post of office helper the merit list of the eligible candidates will be drawn purely on the basis of Performance in the walk in Interview.

Dr. Amit Raj
Principle Investigator
Professor
Department of Ophthalmology
AIIMS, Patna-801507

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 proves 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 also 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 fulfill essential eligibility criteria.
2. Tenure: The assignments are purely on contract basis for a period of 12 months. These Appointments will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS, Patna/ICMR or continued contractual appointment.
3. Expiry of Contract: The contract will automatically expire on completion of 12 months 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. The duration of validity for this contract shall be limited to one year from the date of commencement, with the provision for extension up to an additional two years, subject to mutual grant of further fund by ICMR.
5. Leave: The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy as amended from time to time.
6. Accommodation: No hostel or any other accommodation will be provided by the institute.
7. Canvassing of any kind will lead to disqualification.
8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
9. The appointment is full time and private practice of any type is prohibited.
10. The research project for which contractual appointment is being done requires officework.
11. He/ She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
12. The decision of the competent authority regarding the selection of the candidate will be final and No representation will be entertained in this regard.
13. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
14. Written exam & Interview will be held at AIIMS Patna. No TA/DA will be paid for attending the same.
14. Informations pertaining to this advertisement will be displayed on the AIIMS website i. e www.aiimspatna.org.
15. No individual intimation will be sent by AIIMS Patna to applicants. It will be the responsibility of applicants to visit the institute website.
16. All disputes will be subjected to the jurisdictions of Court of Law at Patna, Bihar.

Mode of Selection

S.No.	Name of Post	Vacancy	Mode of Selection
01.	Date Entry Operator	01	Written Test (Objective Type), Skill Test & Interview
02.	Office Helper	01	Walk-in-Interview

- The selection process of Data Entry Operator involves written test (Objective Type), Skill Test and Interview.
- Eligible candidates will be called for Written Test (Objective Type) comprising Multiple Choice Questions (MCQs) from English, Computer Application, Mathematics, Reasoning & Mental Ability and General Awareness.
(The candidate shall secure 01(One) mark for each correct answer & there will be no negative marking for wrong answer)
- The merit list of the eligible candidates will be drawn purely on the basis of Performance in the written Test, Skill Test and Interview.
- Skill test will be qualifying in nature.
- The offer of appointment will be issued to the selected candidates on the basis of merit. However the final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard.
- For the post of office helper the merit list of the eligible candidates will be drawn purely on the basis of performance in the walk in Interview.

Application form for the post of Data Entry Operator/Office helper

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Department of Ophthalmology, All India Institute of Medical Sciences Patna
Patna, Bihar Pin-801507(India)

Paste here
self-
attested
latest
photograph

1. (a) Full Name (Block Letters):
(b) Sex: Male/Female
(c) Marital Status: Married/Unmarried
2. Father's/Husband's Name:
3. (a) Mailing Address:.....
.....

Mobile No.....Email id:

- (b) Permanent Address:.....
.....

4. (a) Date of Birth:
5. Category: Gen/OBC/SC/ST (Attach attested copy of certificate)
6. State of Domicile:..... 7. Nationality:.....
8. Name of the post applied:
8. Educational Qualification:

Examination Passed	Year of Passing	Percentage of marks	Class/Division	University/ Institution
Matric/S.S.C.				
Intermediate				
Graduation				
Others				

9. Work Experience:

Post held (Indicate Temporary/ Permanent)	Period		Total Period			Pay Scale	Employer's Address
	From	To	Yrs.	Months.	days		

11. Present employment/Post held if any:.....
12. If selected, what notice period would you required before joining:.....

Date:
Place:

Signature of Candidate:

Syllabus for the post of Data Entry Operator for the project titled “Diffusion Tensor Imaging (DTI) as a predictor of visual outcome in isolated indirect traumatic optic neuropathy and that associated with head injury: A prospective cohort study.” (Project Code- IIRP-2023-4831/F1).

1. General Intelligence and Reasoning

- It would include questions of both verbal and non-verbal type
- Symbolic operations
- Number Series
- Coding & Decoding
- Venn Diagram

2. General Awareness

- Questions are designed to test the candidate’s general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially 10 pertaining to History, culture, Geography, Economic Scene, General policy and scientific research.

3. Quantitative Aptitude

- Number Systems: Computation of Whole Number, Decimal & Fractions, Relationship between numbers
- Fundamental arithmetical operations: Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound) , Profit and loss, Discount, Mixture and Allegation, Time and work.
- Algebra: Basic algebraic identities of school Algebra and Elementary surds (simple problem) and Graphs of Linear Equations.
- Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centers
- Mensuration: Triangle, Quadrilaterals, Regular polygons, circle Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres

4. English Language

- Spot the Error,
- Fill in the blanks
- Synonyms/Homonyms
- Comprehension Passage
- Cloze Passage

5. Skill Test

- The skill Test will be of qualifying nature. Candidates will have to qualify the test for English at the prescribed speed on Computer as per the advertisement.
