



**अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर**  
**All India Institute of Medical Sciences, Bhubaneswar**  
**स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय**  
**(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)**  
**सिजुआ, डाकड़मुड़मा :-, भुवनेश्वर - 751019**  
**Sijua, Post: Dumuduma, Bhubaneswar-751019**

Dt. 16.01.2023

**Advt. No. AIIMS/BBSR/2021/O & G/06**

Applications are invited in the prescribed format attached herewith for the following purely temporary contractual basis for the post of “**Project Assistant**” sanctioned under the Indian Council of Medical Research, Government of India project entitled ‘**The severity of COVID disease and pregnancy outcome among women with COVID infection with or without COVID vaccination A multicentric case-control study**”, under Dr. Jasmina Begum , Assistant Professor, AIIMS Bhubaneswar. The Tentative date for Walk-In-Interview is 30/01/2023, however, applications in the standard format should reach **ogcovidprojectaiims@gmail.com** up to 05.00 PM on or before 24/01/2023. The essential qualifications, experience, consolidated salary and service tenure are as under:

<b>Name of the post</b>	<b>Project Assistant, 01 post</b>
<b>Department</b>	Department of Obstetrics and Gynecology
<b>Age Criteria</b>	21-35 years
<b>Emoluments/Duration</b>	<b>Rs. 31,000(basic 9300,GP4200) per month consolidated, 30 Months</b>
<b>Location</b>	<b>IT, Board Room, Academic Block, AIIMS, Bhubaneswar</b>
<b>Job profile</b>	<p>The project Assistant will be responsible for the following:</p> <ol style="list-style-type: none"><li>1. Collect information about patients admitted with covid in pregnancy and fill the required proformas and take their consent</li><li>2. To collect all the data from their records in case missed during admission</li><li>3. To follow up on all the babies born of these mothers</li><li>4. To contact the above-mentioned people after 6 weeks to get information as per the proforma either telephonically or by mail or when she visits the hospital at 6 weeks</li></ol>
<b>Qualifications and Experience</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"><li>1. Masters in public health, social work, nursing, or other relevant areas</li><li>2. Good command of Odia and English—Reading, speaking &amp; writing, preferably</li><li>3. <b>Desirable:</b> Experience working in qualitative research</li></ol>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Important to know Odia to converse with the patients</li> <li>• Good understanding of needs for project and job responsibilities</li> <li>• Computer skills including proficiency in the use of Microsoft Office applications</li> <li>• Good organizational behavior and problem-solving skills</li> <li>• Well-versed in recording and maintaining data</li> <li>• Ability to establish and maintain effective working relationships with participants, investigators, and co-workers</li> </ul>

## **PROCEDURE FOR RECRUITMENT**

1. Candidates meeting the age criteria and possessing the required qualification, experience, etc. and willing to work for the above-mentioned projects may apply and fill the Application Form in the prescribed format only and send it to the email on or before the last date and time of receipt of applications as mentioned above. There is no need to send hard-copy of any application form/documents at this stage.
2. Candidate should type “Application for the post of .....” in the subject line while sending their application through e-mail.
3. The list of shortlisted candidates will be displayed on the website of AIIMS BBSR on 27/01/2023 by 5.00 pm and these candidates will be called for interview/personal discussion as through Walk-In-Interview/Video Conferencing Interview.
4. Late and incomplete applications or applications not submitted in the prescribed format will not be considered.
5. The above position will be filled purely on temporary CONTRACT appointment basis.
6. The rates of emoluments/stipend shown in this advertisement are as per the guidelines and as per the sanction.
7. Age relaxation is admissible in respect of SC/STOBC/PWD candidates as per government rules.
8. Cut-off date for age limit will be the date of Walk-In-Interview/Video Conferencing i.e. date of interview.
9. Separate application should be submitted for each post. Engagement of applicant for a particular position will be decided by selection committee/appointing authority.
10. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
11. Mere fulfilling the essential/educational qualification does not guarantee the selection.
12. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
14. Contract appointee shall not have any claim on a regular post in this institute or Funding Agency or in any Department of Government of India and their contract service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are not admissible. An undertaking to that effect must be submitted at the time of joining.

15. Initial contract appointment will normally be for a period as specified further continuation/extension of the service will depend on requirement of the Project, performance evaluation and approval of the competent authority in case to case basis.
16. In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4)One recent passport size photograph (5) Identity proof i.e. Aadhaar/PAN /Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents (7) SC/ST/OBC/Disability Certificate, if applicable, for verification at the time of joining the post.
17. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
18. The engagement can be terminated at any time by giving one month notice on either side. Contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.
19. Leave shall be applicable as per Funding Agency/Institutional policy for contract staff of AIIMS, BBSR guidelines in this regard.
20. AIIMS, BBSR reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
21. The institute reserves rights to consider or reject any application/candidature. The decision of the Director, AIIMS, BBSR will be final and binding.
22. Canvassing in any form will be a disqualification.
23. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only.
24. **Valid email id and mobile number are compulsory**
25. No TA/ DA will be paid for the interview.
26. Canvassing of any kind will lead to disqualification
27. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification
28. **Only shortlisted candidates will be called for a written test /Interview and their names will be posted on the AIIMS, Bhubaneswar website after screening the applications.**
29. Request for change in Written test/ Interview schedule will not be entertained.
30. The salary is a consolidated sum without any other benefits.

31. Interested candidates may please send their application by e-mail with subject line mentioning “Application for the position “Project Assistant” (whichever post applying for) to [ogcovidprojectaiims@gmail.com](mailto:ogcovidprojectaiims@gmail.com).

32. **The application should include:**

- Current CV
- Application form (as below)
- Recent color photo
- Names, phone numbers, and contact details of three referees who are willing to give you letters of reference.

33. Incomplete applications will be summarily rejected without assigning any reasons thereof.

34. All results will be published on the AIIMS, Bhubaneswar website, and **all future communications will be only through email.**

<b>Approximate timeline for recruitment (subject to change)</b>	
Application last date	24-01-2023 5:00 PM
Email ID for applying	<a href="mailto:ogcovidproject@gmail.com">ogcovidproject@gmail.com</a>
Shortlist published on AIIMS BBSR, website	27-01-2023 (approximate date)
Certificate Verification	30-01-2023 at 09:00 AM
Written/ Interview	30-01-2023 at 10:00 AM
Venue	
Announcement of results	31-01-2023
Expected joining date	01-02-2023

## APPLICATION FORM

Advt. No. AIIMS/BBSR/

Date of Walk-In-Interview/VC: DD/MM/YYYY

Application for the Post of: .....

*Print in A4 size paper and fill in with Block Letters*

Affix your recent  
Passport size Photo  
(Do not staple)

1. Name of the Applicant : \_\_\_\_\_

2. Sex : Male/Female

3. Category : PWD/SC/ ST/OBC/GEN

4. Marital Status : Married/Unmarried

5. Father's /Spouse Name : \_\_\_\_\_

6. Date of Birth : \_\_\_\_\_

7. Age as on DD/MM/YYYY :

Days	Months	Years

8. Address for : \_\_\_\_\_

Communication

: \_\_\_\_\_

: \_\_\_\_\_ PIN \_\_\_\_\_.

Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

**9. Permanent Address** : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**10. Nationality** : \_\_\_\_\_

**11. Educational Qualification:** (Enclose self-attested photocopies of degree/diploma certificates & mark sheets)

<b>Examination</b>	<b>Subjects</b>	<b>Board/ Council/University</b>	<b>Month &amp; Year of Passing</b>
X <sup>th</sup> (HSC)			
XII <sup>th</sup> (HSSC)			
Diploma			
Degree			
Post Graduation			

Others			
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12. Current Activities:

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13. Experience:

Name of the Organization/Institution where worked	Post	Period		Scale of Pay & Gross Pay Drawn	Nature of Work
		From	To		

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(Use separate sheet if space is inadequate)

**14. Name and address of two referees well known with the applicant's work:**

Name	Occupation Position	or	Address with telephone No. & e-mail
1.			
2.			

**15. Any other information you wish to add:**

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**16. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you?**

If so, specify: \_\_\_\_\_

**17. Language Proficiency**

	Name of languages
Able to Read	
Able to speak	
Able to write	

**18. Optional sections (depending on the post)**

A. Fields of Research Experience / Paper submission in national level conference (if any)

B. If this project involves travel, please indicate your willingness for the same  
(Yes/No) \_\_\_\_\_

C. Any other relevant information: \_\_\_\_\_

**19. Check List:** (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:

Proof of Indian nationality (copy of aadhaar /voter Id/ passport /driving license)

Certificate in support of age (Tenth equivalent/High School Certificate)

Degree/Diploma .....

Experience Certificate.....

Any others (if any).....

### **DECLARATION**

I, \_\_\_\_\_ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.”

Place: .....

Date: .....

(Signature of the applicant)

**Full Name:**