

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA**

JODHPUR ROMANA, MANDI DABWALI ROAD, BATHINDA, PUNJAB- 151001

ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ | अखिल भारतीय आयुर्विज्ञान संस्थान, बठिंडा

RECRUITMENT CELL

AIIMS/BTI/RC/Project/838

21 Oct 2023

Advertisement for Walk-In Interview for the Posts of Staff Nurse and Data Entry Operator in the Department of Community & Family Medicine, AIIMS Bathinda

Opening Date	21 Oct 2023
Closing Date (Crucial date for age limit and Essential Qualification)	30 Oct 2023
Dated of Interview	30 Oct 2023
Venue for Interview	College Council Hall, Admin Block, Medical College, AIIMS Bathinda

1. Applications in the prescribed format are invited for the posts of **Staff Nurse** and **Data Entry Operator** in the research project funded by Indian Council of Medical Research (ICMR) project entitled “A Feasibility Study on Introduction of Maathru Samman Pant to Increase Client Satisfaction in Labour Room” on purely temporarily basis for **04 (Four) Months**. The details of the posts are as follows:-

Name of Post & Number of Post	Tenure of the Post	Monthly Emoluments	Essential Qualification & Age Limit	Desirable Qualification
Staff Nurse 01 (One)	04 Months*	₹ 31,500/- per month (Consolidated)	Minimum Second Class in Nursing or equivalent CGPA three-year General Nursing & Midwife (GNM) Course or Equivalent and registered nurse with any State Nursing Council. Age Limit. 30 years on the date of interview.	Basic knowledge of computer and previous experience in labour room, maternal health, field study. Fluency in English and working knowledge of Punjabi is desirable.
Data Entry Operator 01 (One)	04 Months*	₹ 17,000/- Per month (Consolidated)	Graduate from a recognized board. Age Limit. 25 Years on the date of Interview.	Advance knowledge of Computer and data entry and previous experience in field study.

* The tenure of the post can be extended according to the need of the above said project and performance of the candidate.

Job Profile: Candidates are expected to do field visits, as and when required as per the demand of the project.

2. **Roles and Responsibilities of Staff:** -

Staff Nurse.

- (a) Planning and implementing project activities as per project objectives in coordination with Data Entry Operator and field team.
- (b) Building and sustaining effective rapport with different stakeholders including health facilities staff and community members.
- (c) Planning and organizing trainings of the ANMs and Staff nurses.
- (d) Assisting staff nurses in planning trainings of maternity home and peripheral hospital staff.
- (e) Capacity building of the Health staff and link workers.
- (f) Planning and conducting regular meetings of the field staff.
- (g) Conducting periodic ANC clinic observation and feedback meetings with Health Post staff, Link workers and beneficiaries to plan the strategies to improve the access to health post services.
- (h) Supporting hospital in establishing referral linkages.
- (i) Supervise, coordinate, and provide direct nursing care to pregnant women.
- (j) Ensure that pregnant women receive quality, compassionate, and ethical care.
- (k) Provide counselling to pregnant women and its family, healthy diet, IFA tablets, HIV & TB ANC visits, institutional testing, delivery and support, Family planning services, High risk pregnancies and danger signs.

Data entry Operator.

- (a) The data entry operator will be responsible for data entry of project data and performing various tasks to assist in daily office operations.
- (b) Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- (c) Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- (d) Entering of data from source documents as per project objectives.
- (e) Work allotted by the Project Investigator as and when assigned.

3. **Mode of Selection** : Interview/ Written exam or both (at Academic Block, Medical College Building, AIIMS, Bathinda)

4. **How to apply** : Applicants are required to bring the duly filled application form along with following documents on **30 Oct 2023 at 09.00 AM**. Applicants should send the duly filled application form in soft copy to cmecfmaiimsbti@gmail.com before **29 Oct 2023 by 04:00 PM** before appearing for the interview.

5. **Documents required at the time of interview** :-

- (a) Two passport size photographs.
- (b) Self-attested photocopies of relevant documents pertaining to educational qualification and experiences.
- (c) Application Form in prescribed format.
- (d) All Educational and experience documents in Original.

6. **Essential documents needed for Walk-In-Interview**. 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 **30 Oct 2023 at 09:00 AM** at the **College Council Hall, Admin Block, Medical College, AIIMS Bathinda**. For any query, the candidate can mail to **Dr. Rakesh Kakkar**, Principal Investigator, Professor, Department of Community and Family Medicine at cmecfmaiimsbti@gmail.com information and further updates will also be available on the website www.aiimsbathinda.edu.in.

Note:-

1. The above posts are purely temporary for sanctioned project and duration.
2. No TA/DA or any other allowances will be paid for attending the interview.
3. Your appointment may be cancelled at any time in case of any misconduct, unsatisfactory work or if the candidate is found ineligible later.
4. The rules and regulations of AIIMS Bathinda and/or funding agency (ICMR) will be applicable on the selected candidate.

GENERAL TERMS & CONDITIONS: -

1. **Reporting time for candidates starts at 09:00 AM on 30 Oct 2023 and closing time to report for interview is 10:30 AM on 30 Oct 2023, after which no additional candidates would be entertained for interview.**

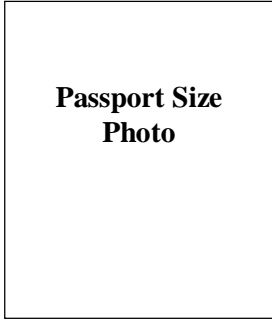
2. The above posts are filled-up on purely on temporary basis, co-terminus with the project & the candidate will have No right to claim for permanent Employment under ICMR/AIIMS, Bathinda or continuation of his/her services in any other project.

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 Competent Authority, AIIMS, Bathinda.
5. Candidate should bring duly filled form, self-attested photocopies, eligibility qualification mark sheets, degrees, experience certificate, qualifying degree registration with statutory council (if applicable) and other relevant testimonials at the time of interview.
6. All information / updates pertaining to this advertisement including result, joining etc. will be displayed on the AIIMS, Bathinda website which is www.aiimsbathinda.edu.in
7. No individual intimation may be sent by the AIIMS BATHINDA to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website www.aiimsbathinda.edu.in
8. Please note the details of requirement for eligibility and details of salary before applying for the post in detail.
9. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
10. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
11. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
12. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
13. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
14. In case of any unforeseen circumstances, if the project is stalled or postponed, the salary may be delayed/stopped for that period.
15. Canvassing in any form will be a disqualification.
16. Age / Education qualification / Experience will be considered till last date of the advertisement.

**Recruitment Cell,
AIIMS, Bathinda**

FORMAT FOR APPLICATION



1. Name of the Post applied for:
2. Advertisement File No. & Date:
3. Name of the Candidate (BLOCK LETTER) :
4. Father's Name (BLOCK LETTER) :
5. Date of Birth:
6. Age:
7. Gender:
8. Category (UR/OBC/SC/ST) :
9. Permanent Address:
10. Address of Correspondence:
11. Email Address:
12. Phone No. Mobile _____ Landline No. _____
13. Qualification from High School and above:

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

14. 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.						

15. If selected what period would you require for joining the post:

16. I have read the salary description mentioned in notice in detail and not only I fully agree to it but also would abide by the principle mentioned. Yes/No

17. Please provide two references with whom you have worked in the past with their email id and contact number.

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein if found to be incorrect or false, then I shall be liable for action as per rules in force.

Name of Candidate:
Date

Signature of Candidate:
Place:-

.....
(Signature of the Candidate)

*Kindly attached self-attested copy of all necessary documents in favor of your eligibility about qualification and experience.

Enclosures attached: -

- 1.
- 2.