

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
RESEARCH SECTION**

Ansari Nagar, New Delhi - 110029

Adv. No.1/RS/2014

Dated: 30.4.2014

WALK-IN-INTERVIEW

Date of Interview: 29.05.2014 (Thur.) for LDC and 30.05.2014 (Fri.) for DEO

For engagement of LDC and Data Entry Operator on contract basis at Research Section, AIIMS.

S.No.	Name of the Post	Qualification/Experience	No. of Posts	Monthly Emoluments
1	Lower Division Clerk (LDC)	<p>i) 12th Class or equivalent qualification from a recognized Board or university.</p> <p>ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer.</p> <p><u>Age limit</u></p> <p>Between 18 to 25 years. SC/ST upto 30 years and OBC upto 28 years (as per govt. rules)</p>	Three (03)	Rs. 13490/- PM (fixed) (as per ICMR)
2	Data Entry Operator (DEO)	<p>Degree of a recognized university or equivalent; Should possess a speed of not less than 8000 key Depression per hour for data entry work .</p> <p>Preference will be given those who have knowledge of shorthand.</p> <p><u>Age limit</u></p> <p>Between 18 to 30 years. SC/ST upto 35 years and OBC upto 33 years (as per govt. rules)</p>	Two (02)	Rs. 15200/- PM (fixed) (as per ICMR)

General Conditions

1. The above assignment is purely on contract basis, initially for a period of six months.
2. The candidates are required to report at the Dean's Room, 1st Floor, Research Section, AIIMS, New Delhi at 10:00 AM to 11:30 AM positively.
3. The candidate should bring along original certificates in support of his/her age, educational/professional qualification, experience etc. and a set of photocopies of the relevant documents duly attested by Gazetted Officer failing which he/she will not be allowed to participate in the interview.
4. The appointment is purely on contract basis initially for a period of six months. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute or for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct.
5. The contract will automatically expire on completion of six months until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days notice or salary in lieu thereof.
6. The competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notices etc.
7. He/She should also note that he/she will have to conform to the rules of discipline and conduct as applicable to the Institute employees.
8. No travelling or other allowances will be paid to the candidate for interview or for joining the post.
9. The candidate should not have been convicted by any Court of Law.
10. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable to be removed from service and such action as the appointing authority may deem fit.
11. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

Note: Beware of touts & job racketeers