



## CENTER FOR MEDICAL INNOVATION AND ENTREPRENEURSHIP

All India Institute of Medical Sciences, New Delhi



Applications are invited for the following positions on contractual basis for the **Center for Medical Innovation & Entrepreneurship (CMIE)** a BIRAC-sponsored BioNEST program at All India Institute of Medical Sciences, New Delhi.

All India Institute of Medical Sciences is a premier medical institution with National and Global recognition for its contribution inpatient care, education and research. CMIE is expected to catalyze the academia & industry interaction through the strengthening of Indian start-up ecosystem and transforming it into a major hub for health care innovation. The challenge is to create an unparalleled ecosystem of Incubation of Innovations for Entrepreneurship and Inclusive Development of Indian Health Care.

Name of the post and consolidated Emoluments	Qualifications and Experience	Job Description and responsibilities	No. of posts and age limit
<b>Data Entry Operator</b>  <u>Emoluments:</u> <b>Rs. 23,400 per month (Fixed)</b>	<b>Essential Qualification:</b> Graduate in information technology or other disciplines with degree/ diploma in computer applications.  <b>Experience:</b> Candidate should have 1 - 3 years' experience of data entry or related office experience, Working knowledge of Microsoft Office with computer skills. A speed test of not less than 15000 key depressions per hour through speed test on computer. Knowledge of adobe photoshop and other designing software. Fluency in English is must.	To be responsible for entering data into different computer databases, and manage and maintaining effective record keeping.  In addition, they may be responsible for organizing files, collecting and managing data into the computer and other duties related to the incubator.  Assist in office management including draft the letters, POs, other documents related to the incubator, website management, correspondences and interaction over phone, emails. Responsible for designing the flyers for various events including webinars, meetings.	One post, Age limit: 30 years



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### **TERMS AND CONDITIONS**

- Candidates should send their application mentioning the post applied for through email with an updated biodata according to the specific requirements mentioned in the advertisement. The copies of all the testimonials in support of the qualifications & experience should be sent through email subject to verification at later stage.
- The age limit, qualifications, experience and other requirements can be relaxed at the discretion of the Controlling Authority, in case of candidate otherwise well qualified for a specific position.
- The appointment will be initially for a period of one year which may be extended based on a satisfactory performance evaluation. The position is presently under project mode and will be co-terminus with the project.
- The experience requirement specified shall be the experience acquired after obtaining the minimum educational qualifications required for the post.
- Persons working in Govt. or Public Sector Undertaking and willing to work on deputation should apply through proper channel or produce 'No-Objection Certificate' at the time of interview.
- Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Only the candidates short listed by a duly constituted Screening Committee will be called for interview. The decision of the **Committee** in this regard will be final. No interim inquiries in this regard will be entertained. Canvassing in any form will be a disqualification.

**Candidate may submit their application along with detailed CV, related documents and experience details at: [cmie@aiims.edu](mailto:cmie@aiims.edu)**

**Last Date of Application: 15<sup>th</sup> July 2022**

**Shortlisted candidate will be intimated for interview through email.**