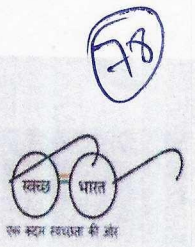




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(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institute of National Importance Under Ministry of Health & Family Welfare)  
भारत सरकार / Government of India  
प्रशासनिक कार्यालय / Administrative Office



Ref: 17X(3)/Adhoc/30/2022-ITR

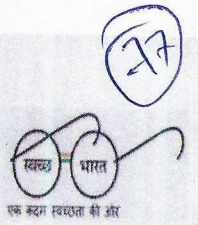
Applications are invited through email for the following post under the project entitled, "Study of efficacy of adding low level light therapy of wavelength  $660\pm 10\text{nm}$  and power  $\leq 22\text{mW/cm}^2$  to standard therapy using indigenously developed helmet type device in the treatment of androgenetic alopecia and telogen effluvium: a single blind randomized sham – controlled trial." The post is purely temporary basis. In case of OBC, Non-creamy layer certificate from the competent authority empowered to issue such certificate.

1)	Name of the post	Data Entry Operator
2)	Number of post	one
3)	Age	Upto 28 years
4)	Duration	12 months
5)	Consolidated Salary	Rs. 17,000/-
6)	Essential Qualification	a) Intermediate or 12th pass in science stream from recognized board. b) A speed test of not less than 15000 key depressions per hour through speed test on computer.
7)	Desirable Qualification	a) Experience in Data Entry in research projects. b) Work experience in Electronic Data Processing/Data management c) Should be well conversant with various computer applications including MS Word, Excel
8)	Job Requirement	1) Accurately enter and manage data related to the research project. 2) Maintain and update databases and ensure data integrity. 3) Assist in the preparation of data reports as required by the project team. 4) Collaborate with project staff to ensure data is collected and recorded promptly. 5) Ensure confidentiality and security of all project data

Principal Investigator



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**Application Form for Data Entry Operator Position**

**Position Applied For:** Data Entry Operator

**Project:** ICMR Funded Research Project titled Study of efficacy of adding low level light therapy of wavelength  $660 \pm 10 \text{nm}$  and power  $\leq 22 \text{mW/cm}^2$  to standard therapy using indigenously developed helmet type device in the treatment of androgenetic alopecia and telogen effluvium: a single blind randomized sham – controlled trial.

**Organization:** AIIMS Patna

**1. Personal Information**

- a) **Full Name:** \_\_\_\_\_
- b) **Date of Birth:** \_\_\_\_\_
- c) **Gender:**  Male  Female  Other
- d) **Nationality:** \_\_\_\_\_
- e) **Marital Status:**  Single  Married  Other
- f) **Contact Number:** \_\_\_\_\_
- g) **Email Address:** \_\_\_\_\_
- h) **Permanent Address:** \_\_\_\_\_
- i) **Current Address (if different from above):** \_\_\_\_\_

**2. Educational Qualifications**

Qualification	Institution/University	Year of Passing	Percentage/Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**3. Work Experience**

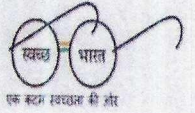
Organization	Designation	Duration (From - To)	Key Responsibilities
_____	_____	_____	_____
_____	_____	_____	_____

**4. Technical Skills**

- a) **Proficiency in MS Office (Excel, Word, Access):**  Yes  No



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b) Experience with Data Management Software:  Yes  No

a. If yes, please specify: \_\_\_\_\_

### 5. Additional Information

• Why do you want to work on this ICMR funded project?

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• Do you have any prior experience working in research or academic projects?  Yes  No

➤ If yes, please provide details:

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• Any other relevant information:

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### Declaration

I hereby declare that all the information provided in this application form is true and correct to the best of my knowledge. I understand that any false information or misrepresentation may result in my disqualification from the selection process.

Date:

Signature

### Submission Instructions:

Please submit this completed application form along with your updated CV and a cover letter to [dryogeshk@aiimspatna.org](mailto:dryogeshk@aiimspatna.org) latest by date: 28/9/24

### Terms and Conditions

1. The appointment on these posts is purely temporary but can renew if performance is satisfactory as assessed by the competent authority.
2. Mode of selection: Written examination (MCQ of 80 Marks) and Viva (20 Marks).
3. Date and Schedule of written and viva examination will be published on the AIIMS Patna website [www.aiimspatna.edu.in](http://www.aiimspatna.edu.in)
4. Last date for the submission of application form: Desirous candidate who full fill the essential qualification should submit the application fro by post to Department of Physiology, Second Floor, Admin Building, AIIMS Patna, Pin code- 801507, on or before on 28/9/24 by 5 PM
5. Duly filled application form will be accepted.



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6. Self-attested photocopies o proof of date of birth (birth certificate/ class 10<sup>th</sup> certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials.
7. Age Relaxation: up to 5 years for Government servants and SC/ST/OBC candidates SC/ST/OBC
8. No TA/DA will be paid.

Dr. Kumar

Dr Yogesh Kumar  
Principal Investigator

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### ICMR Project Positions – and Syllabus

Post : Data Entry Operator

Syllabus:

Sl. No	Topic	Marks
1	General Intelligence and Reasoning	10
2	English Language	10
3	Basic Computer Knowledge	25
4	Quantitative Aptitude	25
5	General Awareness	10
	<b>Total</b>	<b>80</b>