



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश  
All India Institute of Medical Sciences, Rishikesh  
कर्ण, नासा एवं कंठ शल्योपचार विभाग  
Department of ENT & Head-Neck Surgery

Date: 24/05/2024

Advertisement

Advertisement for Data Entry Operator facilitated through an outsourcing agency, affiliated with AIISH, Mysore for the Outreach Service Centre – AIISH at AIIMS, Rishikesh.

Applications invited for the post of Data Entry Operator as per the below-mentioned details:

Method of Recruitment	facilitated through an outsourcing agency, affiliated with AIISH, Mysore
Name of the post	Data Entry Operator
No. of Post	01
Age	Up to 30 Years
Tenure of Engagement	Initial appointment for 6 months from the date of appointment.
Monthly Salary	Rs. 21,216.00 [In-hand salary: Rs. 18,510.00 & Provident Fund (PF): Rs. 2,706.00]
Job Location	Outreach Service Centre – AIISH at AIIMS, Rishikesh.
Essential Qualification	1. Should have completed graduate (any) studies with a proficiency in computer skills, typing abilities, and data entry. 2. Familiarity in using MS Office, Excel, and PowerPoint.
Desirable Qualification	Diploma in Special Education/ Bachelor of Science in Education (B.S.Ed.)/Diploma in Speech and Hearing technician.
Roles of a Data Entry Operator in NBS/OSCs of AIISH:	1. Assisting Audiologists and Speech-Language Pathologists in both clinical and administrative tasks. 2. Administering checklists to parents/caregivers in the NBS program. 3. Engaging in proactive follow-up activities for at-risk newborns, which include making regular phone calls, scheduling appointments, and issuing reports. 4. Engaging in proactive follow-up activities for at-risk newborns, which include making regular phone calls, scheduling appointments, and issuing reports. 5. Engaging in proactive follow-up activities for at-risk newborns, which include making regular phone calls, scheduling appointments, and issuing reports. 6. Engaging in proactive follow-up activities for at-risk newborns, which include making regular phone calls, scheduling appointments, and issuing reports. 7. Assisting in the planning and coordination of regular health camps and orientation programs, including managing logistics and data related to these events. 8. Assisting in the planning and coordination of regular health camps and orientation programs, including managing logistics and data related to these events. 9. Assisting in the planning and coordination of regular health camps and orientation programs, including managing logistics and data related to these events. 10. Assisting in the planning and coordination of regular health camps and orientation programs, including managing logistics and data related to these events. 11. Assisting in the planning and coordination of regular health camps and orientation programs, including managing logistics and data related to these events.

## General Terms and Conditions/ Information

1. The filling up of the above posts shall be on need basis and purely temporary. The engagement of the candidate in this post does not confer any right or title to claim a permanent appointment.
2. All the details furnished in the application form will be treated as final and no changes shall be entertained.
3. Application without photograph, signature and necessary documents in support of their application and multiple application form shall be summarily rejected.
4. The qualification prescribed should have been obtained through recognized Universities/Institutions.
5. The prescribed Essential Qualification are a bare minimum and mere possession of it, will not entitle the candidates to be considered for the post. The candidates should furnish all the Qualification and Experience possessed in the relevant field, over and above the minimum qualification prescribed for consideration of their candidature. Experience should have been gained after acquiring minimum essential qualification.
6. The upper age limit will be reckoned as on the date prescribed for receipt of application.
7. The applications received in response to the advertisement will be scrutinized and only shortlisted candidate will be considered for the selection process.
8. The appointment of the selected candidate is subjected to being found medically fit as per the requirement of the institute and general conditions accepted by the candidate at the time of joining.
9. Written test/Interviews or both may be conducted if necessary and details will be notified in the AIIMS, Rishikesh Website. Further, the eligible candidates will be informed of it in due course.
10. The competent authority reserves the right to accept or reject any application without assigning any reason.
11. The competent authority reserves the right not to fill the post mentioned in the advertisement.
12. Submission of wrong or false information during the process of selection and Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
13. The Selected candidate will have to report within 3 days of declaration of results.
14. No TA/ DA will be paid for the written exam or interview.
15. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Recruitment Committee & Decision of Recruitment Committee will be final.
16. No other allowance/ facilities other than salary shall be admissible.
17. If performance of the appointee is not found satisfactory by the OSC Coordinator, AIIMS, Rishikesh, appointment can be terminated at any time without any prior notice/compensation.
18. The appointee may be relieved from the current job position, by serving one-month prior notice, if the notice period is less than 1 month, amount equal to salary of 01 months will have to be deposited for relieving certificate.

## How to Apply:

1. Interested candidate who meet the requirement criteria, may appear for the Walk in Interview with duly filled application form along with self-attested copy of necessary certificates in support of their DOB proof, Educational qualification i.e., all semester marksheet, Degree Certificates, Diploma Certificates, Experience certificates and other relevant documents. Candidates also advised to bring 2 Copies of Aadhar Card, Pan Card, First two page of Bank Passbook and 5 Passport size photographs.
2. Walk in Interview Date: 29/05/2024 and 30/05/2024 at 10:00 AM and Venue: Department of ENT & Head-Neck Surgery, Level-6, Medical College Building, AIIMS, Rishikesh.
3. For any queries contact - 0135-2462927 & 7037047066.

प्रो० मनु मल्होत्रा / Prof. Manu Malhotra  
विभागाध्यक्ष / Professor & Head  
कर्ण, नासा एवं कंठ शल्योपचार विभाग  
Department of Ear, Nose & Throat  
एम्स, ऋषिकेश / AIIMS, Rishikesh

OSC-AIISH Coordinator  
AIIMS Rishikesh