



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर),
तेलंगाना - 508126, भारत
HYDERABAD METROPOLITAN REGION (HMR),
TELANGANA-508126, INDIA

AIIMS/BBN/GM/2025/2274

Date: 22/09/25

RECRUITMENT NOTICE

Ref - AIIMS/BBN/CMFM/2023/99 Dated - 20th Jan-2023

RECRUITMENT OF POSTS - DATA ENTRY OPERATOR' at AIIMS BIBINAGAR, HYDERABAD sanctioned under the project entitled "ICMR'S National Hospital Based Registry on Venous Thrombo-Embolic Disorders (i-RegVED)" under (Dr.) Vishakha Jain, Addl Professor, Department of Medicine, All India Institute of Medical Sciences (AIIMS), Bibinagar, Hyderabad - 508 126.

Online applications are invited from Indian citizens for the following posts sanctioned under the project entitled "ICMR'S National Hospital Based Registry on Venous Thrombo-Embolic Disorders (i-RegVED)" under (Dr.) Vishakha Jain, Addl Professor, Department of Medicine, All India Institute of Medical Sciences (AIIMS), Bibinagar, Hyderabad - 508126. The essential qualifications, experience, consolidated salary and service tenure are as under:

Sl. No.	Name of the post	No. of Posts	Salary/Month
1.	DATA ENTRY OPERATOR	01	Rs. 18,000/- (consolidated)

For further details of advertisement including educational qualification, age, experience and other eligibility criteria, submission of application through online mode etc. please visit Institute's website i.e., <http://www.aiimsbibinagar.edu.in>. The last date for submission of online application is 15 days from the date of advertisement of the post.

Sd/-

Dr. Vishakha Jain

Addl Professor, Department of Medicine

(Principal Investigator) AIIMS, Bibinagar, HMR Telangana

Contact Information: Email ID: vishakha.jain1079@gmail.com

may be approved,
send PDF to
25 cell
for publishing on
website.
19/9/25

[Signature]



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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर),
तेलंगाना - 508126, भारत
HYDERABAD METROPOLITAN REGION (HMR),
TELANGANA-508126, INDIA

AIIMS/BBN/GM/2025/2274

Date: 22/07/2025

SUB: RECRUITMENT OF POSTS - 'DATA ENTRY OPERATOR' at AIIMS BIBINAGAR, HYDERABAD sanctioned under the project entitled "ICMR'S National Hospital Based Registry on Venous Thrombo-Embolic Disorders (i-RegVED)" under (Dr.) Vishakha Jain, Addl Professor, Department of Medicine, All India Institute of Medical Sciences (AIIMS), Bibinagar, Hyderabad - 508126.

Online applications are invited from Indian citizens for the following posts sanctioned under the project entitled "ICMR'S National Hospital Based Registry on Venous Thrombo-Embolic Disorders (i-RegVED)" under (Dr.) Vishakha Jain (Principal Investigator), Addl Professor, Department of Medicine, All India Institute of Medical Sciences (AIIMS), Bibinagar, Hyderabad - 508126. The essential qualifications, experience, consolidated salary and service tenure details are as under:

Post Name: DATA ENTRY OPERATOR	
Project Name	"ICMR'S National Hospital Based Registry on Venous Thrombo-Embolic Disorders (i-RegVED)"
Period of Appointment	The project tenure is up to 17th January 2026 from the date of joining. If the project is extended the post tenure may also be extended subject to funds availability.
Resource Requirement	01 (One)
Upper age limit	18-25 years as on the last date for application for interview. (Relaxable for SC/ST/OBC/Women candidates as per Government of India rules)
Education and Essential experience	Essential: A Graduate Degree from a recognized University with Diploma in Computer. Must require good typing speed and accuracy with at least 2 years of experience as DEO.
Desirable Experience	➤ Experienced in book keeping and data entry. ➤ Knowledge/familiarity of working with extra-mural funded research projects funded by ICMR, DBT, DST etc. ➤ Knowledge of English essential and working knowledge of Telugu
Job Title and nature	Data Entry Operator (purely temporary)
Location	AIIMS, Bibinagar, Telangana - 508126.

Proposed Salary	Monthly Consolidated salary of Rs 18,000/- (Rupees Eighteen Thousand Only).
Core Responsibilities	• Maintaining all study records and case record forms. • Should undergo training and learn about the use of data registry software for data entry, Error reporting on screen/ PDF/ Excel, duplicate record check, Verification and rectification options, data export and storage. • Do data collection and data management. • Follow-up of the project cases in the hospital (OPD/IPD) and every 15 days for 90 days post discharge for collection of relevant data. • Ensure maintenance of project data and consent forms in collaboration with project research assistant • Timely summarization of study results along with data analysis. • Daily update of study progress to the PI / Co-PI • Attending project meetings • Co-ordinating progress of the project with all collaborating centers. • Preparation of project reports (Monthly, 3 monthly and annual). • Other relevant work assigned by PI.
Date of Interview	Will be informed in due course of time.

How to apply?

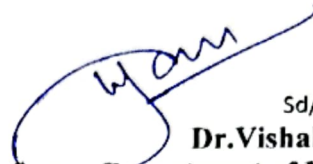
Interested candidates are required to send soft copies of their prescribed filled and signed application form, copies of self-attested education qualification and experience certificates and biodata to the following e-mail address: vteproject.aiimsbhn@gmail.com within 15 days from the date of advertisement of the post. After verification of the applications, the names of shortlisted candidates will be displayed on the official website. The shortlisted candidates will be called for interview by e-mail. Candidates should bring duly filled and signed original application form (as per the prescribed proforma) and all original certificates of educational qualifications, experience and one set of self-attested photocopies of all documents along with a passport size photo and bio-data at the time of interview.

Terms and Conditions

The above post is on temporary contract basis

1. These are tenure vacancies under funded project and are not employment on AIIMS Bibinagar payroll. Employment will be automatically terminated upon completion of tenure / project whichever is earlier and there is no liability for permanent employment on AIIMS, Bibinagar or Principal Investigator. Also the candidates have no right to claim permanent employment based on this job.
2. No TA/DA will be paid for attending this interview.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. He/She has to give minimum one month prior notice for resignation from the post or He/She has to deposit one month salary in lieu of prior notice.

5. All other terms and conditions will be regulated by the guidelines as issued by AIIMS Bibinagar.
6. The Principal Investigat
7. or has the right to accept / reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.
8. The applicants are advised to visit our website regularly for any updates and changes in the recruitment basis.
9. Canvassing in any form will lead to disqualification



Sd/-

Dr. Vishakha Jain
Addl Professor, Department of Medicine
(Principal Investigator) AIIMS, Bibinagar, HMR Telangana
Contact Information: Email ID: vishakha.jain1079@gmail.com,

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, Bibinagar
Hyderabad Metropolitan Region, Telangana

Department of Medicine

AIIMS Bibinagar-508126

FORMAT FOR APPLICATION

Affix recent
Passport size
Photograph
Duly signed

ANNEXURE - 1

(Please read the application form carefully before filling. If not filled clearly, form will be rejected)

Name of the post applied for:

Advertisement File no. & Date:

1. Name (In Capital Letters) :

2. Father's Name :

3. (a) Date of Birth :

(b) Age in year (as on 2025): Years.....Months.....Days

4. Nationality :

5. Marital Status :

6. Gender (Male/Female) :

7. Category (Gen./OBC/SC/ST):

8.(a) Address (Permanent) :

:

: Pin Code.....

(b) Address for Communication

.....
.....
.....Pin Code.....

9. Contact Details Residence : _____
Office : _____
Mobile : _____
E-Mail ID : _____

10. Have you ever been convicted by a court of law or is any criminal case / disciplinary action/vigilance enquiry pending against you? If yes, provide/attach details.

11. Please tick (✓) if you are a member of Scheduled Caste/Scheduled Tribe/OBC

(Answer: Yes or No): _____

If the answer is Yes, Provide Caste Certificate _____

12. Particulars of all examinations passed and degree obtained (commencing with the Matriculation or equivalent examinations). Attach attested copies of all certificates.

Examination or Degree obtained	Board/ University/College	Subject major/ Specialization	Year of Passing	Grade/ Percentage
X				
XII				
Graduation				
Post-Graduation				
Others				

13. Give particulars of Employments held in chronological order (atleast 2years): -

Name of employer	Designation during employment	Date of joining	Date of leaving	Reason for Leaving	Salary (Excluding allowances) last drawn & scale of pay

14. Details of Enclosures:

i. Computer Proficiency:

ii. English typing speed ----- words/min, Accuracy _____ % (Minimum desirable 35 words/min).

iii.

iv.

v

15. If selected, how much time would you require to join the post:

DECLARATION

I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.

Place:

Date:

Signature of Candidate

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ANNEXURE - 2

Documents to be enclosed with the duly filled application form – checklist

S No	Document	Checked
1.	SSC or 10th class marks memo/certificate (for proof of birth)	
2.	12th or equivalent certificate	
3.	Degree certificate	
4.	Any other educational qualification	
5.	Work experience certificates in chronological order	
6.	Caste/Reservation certificate, if any	
7.	Photo ID (Aadhar card/PAN card/Indian passport)	
8.	One set of self-attested photocopies of all the above documents	
9.	2 recent passport sized photographs	