

Research Project Recruitment Notice

Ref. No.: AIIMS/JDH/SPH/MKG/RES/2026/104

Date: 04/02/2026

Project Name: **Strengthening gender equity in civil registration and vital statistics services in the state of Rajasthan, India.**

Subject: Recruitment for the post of Finance & Administrative Officer on purely temporary basis in Extramural Research under above mentioned project.

Applications in the prescribed format are invited for the post of Finance & Administrative Officer on purely temporary basis in extramural research project titled "**Strengthening gender equity in civil registration and vital statistics services in the state of Rajasthan, India.**" under Principle Investigator **Dr Manoj Kumar Gupta**, Additional Professor, Dept. of CM&FM and Coordinator, School of Public Health, AIIMS, Jodhpur as per the details given below:

S.No.	Designation	No. of Post	Qualification	Monthly Salary	Tenure
1	Finance & Administrative Officer	01	<p>Essential: Graduate in Commerce and minimum 1-year Experience in Finance, Accounts and Administrative work.</p> <p>Desirable:</p> <ul style="list-style-type: none">Worked in the Public Health Projects. <p>Job Location: Jaipur/Jodhpur</p> <p>Job Profile:</p> <ul style="list-style-type: none">Maintaining accounts, statement of expenditure, Income and Expenditure, vouchers of expenditure, purchase and payments and other financial transactions and assign entries to proper accounts.Prepare and review periodic reports that compare budgeted costs to actual costs.Maintaining consumables and non-consumables stock register.Provide basic technical support to team members as and when required.Organizing interviews, conferences/workshops/seminars etc.Field WorkAny assigned work designated by the Investigator	20,000	5 Month

All candidates should submit the filled application in the prescribed format and Bio-data on the day of Walk-In- Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience, on **10th February 2026** at 09.30 AM at the following address:

Room No. 220, School of Public Health, 2nd Floor, Medical Collage, AIIMS Jodhpur.

Sd-

Dr Manoj Kumar Gupta
Principal Investigator

GENERAL TERMS & CONDITIONS:

1. Reporting time for candidates starts at 09:00 AM on relevant dates (10/02/2026) and the closing time to report for the interview is 10:00 AM on the same day, after which no additional candidates would be entertained for the interview.
2. The above posts are filled-up on purely on a temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent Employment under AIIMS, Jodhpur or continuation of his/her services in any other project.
3. No enquiries shall be entertained in this regard after the due date.
4. Post may increase/decrease as per requirement and at the sole discretion of the Principal Investigator, AIIMS, Jodhpur.
5. All educational professional and technical qualifications should be from a recognized Board/University.
6. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
7. Persons working in Govt. or Public Sector undertaking should produce a "No Objection Certificate" at the time of the Interview.
8. No TA/DA will be admissible to appear in the interview.
9. This position will be purely on a temporary/contractual basis for the specified period of time and based on the project.
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Canvassing in any form will be a disqualification.
12. Age concession to the extent of service rendered in other research projects may be admissible for experienced and skilled persons on a case-to-case basis. (Only Applicable for ICMR Project)
13. Age/Education qualification/Experience will be considered till the last date of the advertisement.
14. The contract service will not confer any right for further assignment or regular appointment in the institute.
15. Please note that all the essential qualifications and experience certificates are required to be enclosed with the application form. Otherwise, the application will be considered incomplete.

FORMAT FOR APPLICATION

1. Name of the Post :
2. Advertisement Date :
3. Name of the Candidate :
4. Date of Birth :
5. Age :
6. Whether belongs to SC/ST/OBC category :
7. Permanent Address :
8. Address of Correspondence :
9. Email Address :
10. Phone No. Mobile _____ Landline No. _____

**Passport size
Photograph**

11. Qualification from High School and above :

S. No.	Qualification	Name of Board/ University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						
5.						

I hereby declare that above information provided by me is correct to my knowledge and belief.

.....
(Signature of the Candidate)

Enclosures attached: -

- 1.
- 2.
- 3.