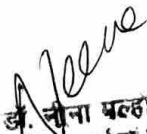


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Department of Obstetrics & Gynaecology  
AIIMS, New Delhi

**Project Titled** –“*Strengthening provision and technical platform for Contraceptive implants under DELIVER: Drive Expansion of Long-Acting Reversible Contraceptive (LARCs) implants via Evidence and Research*” funded by WHO. (T-359)

S. No.	Name of the Post	Essential Qualifications and Roles & Responsibilities	Age	No. of Post	Salary
1.	Technical Officer	<p><b>Essential Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"><li>• Bachelor's degree – Medicine/Dental/ Allied medical subjects <b>or</b> Post Graduate Degree or higher qualification in public health, community health, preventive and social medicine, public health management form a recognized university .</li><li>• Demonstrated strong clinical experience in relevant health domains.</li><li>• Prior experience in clinical trial management and working in the field of Sexual and Reproductive Health (SRH) or Family Planning.</li><li>• Proven experience in managing at least five projects relevant to the scope of work</li><li>•</li></ul> <p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"><li>• Provide technical support to the project under the guidance of the Principal Investigator.</li><li>• Responsible for screening clinical profiles and discussing each case with the treating clinician for appropriate follow-up planning.</li><li>• Support the recruitment of patients into study groups; support the development and implementation of Case Record Forms (CRFs).</li><li>• Ensure follow-up of patients, verify data captured in CRFs with clinical records, and maintain and clean data in Excel.</li><li>• Conduct interim data analysis and prepare periodic reports; summarize and analyze data as per the study protocol.</li><li>• Ensure close coordination of project activities, contribute to report writing, preparation of annual progress reports, and development of UC/SC statements.</li><li>• Support in drafting and submission of scientific manuscripts based on study findings.</li><li>•</li></ul>	35	One	Rs. 1,00,000/-

  
डॉ. नीना मल्होत्रा / Dr. Neena Malhotra  
आचार्य एवं निभागाध्यक्ष / Professor & Head  
प्रसूति एवं स्त्री रोग विभाग  
Department of Obstetrics & Gynaecology  
आ.वा.आ.सं. नई दिल्ली / A.I.I.M.S., New Delhi-110029

2.	Data Entry Operator	<p><b>Essential Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate Degree in Biostatistics/ /public health information/Data science/ Computer Applications.</li> <li>• High level of computer proficiency, specifically familiarity with commonly used software like MS Office.</li> <li>• Prior experience in handling the data management including data entry, storage and quality checks.</li> <li>• Proficiency in data analysis, data triangulation and handling large datasets etc.</li> <li>• Strong skills in data documentation, communication and presentation</li> </ul> <p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for accurate and timely data entry, record keeping, and maintenance of project-related files and datasets.</li> <li>• Support in the organization and management of data systems, including data cleaning, verification, and updating project databases.</li> <li>• Maintain stock registers, patient logbooks, and other administrative records related to project operations.</li> <li>• Assist in compiling reports, generating summaries, and supporting data-driven decision-making within the project.</li> <li>• Provide administrative support for project activities and assist the Principal Investigator in day-to-day project management tasks, as assigned.</li> </ul>	35	One	Rs. 40000 /-
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- Note:** (1) Upper age relaxation for SC/ST up to 5 years and OBC up to 3 years;  
(2) The engagement is purely temporary in the said project;  
(3) The candidate engaged for the above position will have no claim for a regular appointment at AIIMS;  
(4) No TA/DA will be given for the same;  
(5) Salary as per ICMR rule;  
(6) Late / Delayed / Incomplete / Unsigned applications will not be considered and rejected straight away without any correspondence;  
(7) The initial recruitment is for 3 months only. It may be extended till the duration of the project (6 months extension) based on satisfactory performance;  
(8) Candidates, who fail to bring the original certificates at the time of joining, will not be allowed to join the selected post.


**Selection Procedure:** The date/time/mode of the interview will be intimated through email for eligible/ shortlisted candidates only. Only shortlisted candidates will be communicated via e-mail to appear in the interview.

**How to apply:** Interested candidates may submit their detailed CV at [delivernetworkwho@gmail.com](mailto:delivernetworkwho@gmail.com) latest by **14<sup>th</sup> October, 2025 (5:00pm)**

**Date of Advertisement:** 29<sup>th</sup> September, 2025

**Last Date to Apply:** 14<sup>th</sup> October, 2025 (5:00pm)

2

  
**डॉ. नीना मलहोत्रा / Dr. Neena Malhotra**  
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Department of Obstetrics & Gynaecology  
ए.आर.सी. नई दिल्ली / A.I.I.M.S., New Delhi-110029