



AIIMS/PED/SCoE/2023/ 394

Date: // September 2023

ADVERTISEMENT FOR WALK IN INTERVIEW FOR POST OF VARIOUS POST ON CONTRACTUAL BASIS IN STATE CENTRE OF EXCELLENCE FOR NUTRITION INTERVENTION (SCOE4N), DEPARTMENT OF PEDIATRICS AIIMS, RAIPUR, CHHATTISGARH-492099

State Centre of Excellence for Nutrition Interventions (SCoE4N) is established at AIIMS Raipur with the objective to assist State departments in their goal of Malnutrition free Chhattisgarh and Anemia free Chhattisgarh by improving IYCF practices, skilled management of children with Severe Acute Malnutrition(SAM) through the facility and community care including growth faltering in under 6 months infants.

Applications are invited for filling up of the various post under the SCoE4N, Department of Pediatrics AIIMS, Raipur, Chhattisgarh, purely on contractual basis as per below mentioned details:

Post Sr.No.	Post designation	No. of vacancy	Nature of post*	Consolidated Honorarium per month (in Rs)	Detailed terms of reference (ToR) is attached at annexure
P1	Pediatrician/Medical officer	1	UR	1,00,000	I
P2	District Nutrition Coordinator	1	UR	40,000	II
P3	Feeding Demonstrator /Nutritionist	1	UR	18,000	III
P4	Cook cum care taker	1	UR	10,067	IV

- * **Note:** All the posts mentioned above are Under UNICEF grant as per MOU.
- * In case of large number of qualified applications, interview may be spilled over next day or screening test may be held or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority will be final, and no correspondence whatsoever will be entertained in this connection.

1. General Information to the Candidate:

- Candidates have to download and print the **application form (attached in annexure V)** below the advertisement and after filling the form attach self -attested Xerox copy of the certificates. Duly filled application form along with certified copies of relevant documents should be scanned properly and sent **via email to scoesamaiimsrpr@gmail.com on or before 25-09-2023 5P.M.** Submission of forms after mentioned date and time will not be accepted and treated as invalid and rejected automatically.
- **No other means of form submission will be accepted other than email.**

परियोजना निदेशक
Project Director



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State Centre of Excellence for Nutrition Interventions)
बाल एवं शिशु रोग विभाग
Department of Pediatrics
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (CG)

- Email subject should be labeled as **“Application for the contractual post of “Name of the post” with name of the candidate.”**
- The candidate needs to send the application as per the format. No change in serial no. order and the heading of column to be made. Annexure may be added as separate sheets, if required.
- Application and documents received from all interested candidates will be scrutinized by the selection committee on basis of their education qualification and experience.
- **After receiving the documents through email, short listing of the candidates will be performed by selection committee on the basis of eligibility and only eligible candidates will be called for interview on scheduled date and time.**
- **Scheduled interview date and time will be uploaded later on AIIMS website along with list of eligible candidates.**
- Short listing of candidates and final selection will be purely on a merit basis which will be finalized by the selection committee and their decision will be final.
- **It is the sole responsibility of the candidate to track the AIIMS Raipur website for final eligibility list and final result.**
- Two recent self- signed passport sized color photographs are to be attached with stapled/pinned on first page of the Performa format.
- Candidate should bring one set of self-attested photocopies of all relevant certificates & documents along with duly filled application form (as per the prescribed Performa) and all original certificates of educational qualifications, experience certificates, identity proof and other documents, if any, along with two photographs at the time of interview.
- All information / updates pertaining to this advertisement including list of shortlisted candidates, result, joining etc will be displayed on the AIIMS, Raipur website which is www.aiimsraipur.edu.in
- No individual intimation will be sent by the AIIMS Raipur to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website
- No TA/DA will be paid for attending the interview.
- Any attempt to unduly influence the selection process will lead to automatic disqualification of the applicant.
- Candidate has to join within 15 days of declaration of result. The extension of joining will be considered as case-to-case basis looking at the requirement at SCoE4N.
- The candidate will be informed through mail. Although, it will be the responsibility of applicants to keep abreast of the developments by visiting the institute's website www.aiimsraipur.edu.in.
- The decision of the competent authority regarding the selection of candidates will be final and no representations in this regard will be entertained.
- For any queries contact or write to scoesamaiimsrpr@gmail.com with the subject line **“Recruitment of staff for SCoE4N”**.

1. Terms and Conditions:

1.1 It is candidate's responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate disqualified and liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she do not fulfill essential eligibility


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संस्था उत्कृष्टता केन्द्र-अति गंभीर परियोजना
State Center of Excellence for Nutrition Interventions
प्राध्यापक एवं शिशु रोग विभाग के अध्यक्ष
Professor & Head, Department of Pediatrics
Tatbandh, GE Road, Raipur - 492 099 (CG)

mail.:scoesamaiimsrpr@gmail.com



- 1.2 The selection will not be an employment on AIIMS Raipur pay-roll. Employment will automatically terminate upon completion of the tenure mentioned from the day of joining of duties and there is no liability for permanent employment in AIIMS, Raipur or Programme Director. Also, the candidates have no right to claim permanent employment in AIIMS Raipur or UNICEF based on this job.
- 1.3 Employment of selected candidates will automatically terminate upon completion of contract.
- 1.4 Selected candidates have to complete their probation period of 3 months initially from the date of joining and after completion of probation period; candidates' tenure will be extended for further period. Extension of tenure after probation period will purely depend upon the candidate satisfactory performance which will be scrutinized by the Programme Director.
- 1.5 The contract can however be extended depending on the candidate's satisfactory performance and budget grant from the funding agency and continuing requirements for the position.
- 1.6 The candidate who is already in Government service shall submit 'No Objection Certificate' from the present employer at the time of interview.
- 1.7 Record of this recruitment will be preserved for the period of six months from the date of declaration of the result after the completion of the above period all documents related to this recruitment will stand destroyed.
- 1.8 **Tenure:** The assignments are purely on contract basis for the period starting from 15-10-2023 or early based on selection process) to 31 December 2023. **This appointment will not vest any right to claim by the candidate for regular appointment or Permanent absorption in AIIMS Raipur or UNICEF or for continued contractual appointment.**
- 1.9 **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
- 1.10 **Accommodation:** No hostel or any other accommodation will be provided by the Institute for attending the interview at any stage of recruitment.
- 1.11 **Leave rule:** Candidate will be entitled for 14 leave (inclusive of all leaves- medical, casual & others during the 1 year contract period) for 6 months starting from 15 October 2023 to 31 December 2023 on pro-rata basis. Leave encashment and carryover of leave for tenure will be not admissible.
- 1.12 Canvassing of any kind will lead to disqualification.
- 1.13 Private practice of any type is prohibited.
- 1.14 Candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
- 1.15 The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- 1.16 The candidate should not have been convicted by any Court of Law.
- 1.17 In case any information given or declaration by the candidate is found to be false if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- 1.18 All disputes, controversies or claim shall be subject to the exclusive jurisdiction of court of Raipur, Chhattisgarh

(Dr. Anil Kumar Goel)
Programme Director (SCoE4N)
Professor and Head

परियोजना निदेशक
Project Director

श्री. अन्वयना केन्द्र-अति गंभीर सुयोग्य
State Centre of Excellence-Severe Acute Malnutrition
प्रमुख एवं प्रमुख, बाल एवं शिशु रोग विभाग
Professor & Head, Department of Pediatrics
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (CG)
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Department of Pediatrics, AIIMS Raipur

Annexure – I :Sr. No.P1–Pediatrician/Medical Officer

Name of the position –Pediatrician/Medical Officer

Purpose of the post: The Pediatrician will be placed at State Centre of Excellence for Nutrition (SCoE4N) for managing SMART unit of SCoE4N, planning and conducting telemonitoring of Nutrition Rehabilitation Centres (NRCs) of State and support activities in the strengthening of all NRCs in coordination with NHM, DoHFW. Further he will produce an analysis of findings and recommendations and support in improving facility-based management of SAM in the state.

Major duties and responsibilities

- Clinical and overall management of SMART Unit established under SCoE4N for management of children with SAM in close coordination with SCoE4N.
- Support NHM in strengthening services of FSAM at NRC by effective planning of monitoring and supportive supervision activities in coordination with NHM and SCoE4N.
- Develop checklists and monthly plan for conducting telemonitoring in close coordination with PD, SCoE4N.
- Conduct Telemonitoring of NRC in consultation with PD SCoE4N and UNICEF on regular basis and as per plan.
- Clinical guidance for managing SAM children under tele OPD to the remote NRCs
- Support in the development of linkages with State Medical colleges for supportive supervision.
- Prepare analysis of findings with necessary recommendations and advocate it with NHM.
- Make plan for critical findings with improvement strategies.
- Coordinate with NCoE, SCoE, NHM, UNICEF as and when required.
- Identification of necessary points of concern and highlighting it within the team.
- Prepare monthly reports, monitoring reports and other documents as per requirement.
- Work on recommended points for improvement of FSAM activities.
- Reporting and completion of any work assigned by Project Director and Project Coordinator.

Eligibility Criteria:

No. of Position	01
Essential qualification	Applicants must have MBBS degree with 3 years clinical experience in Pediatrics, Child Health Unit and /or MD in Pediatrics.
Experience	<ul style="list-style-type: none"> • Clinical experience in facility and community level is required for the position. • Progressive experience of working with government health and nutrition programs will be an asset. • Experience in managing child facility unit clinically as well as managerial would be of added value. • Experience of managing large team of support staff at State and District level for nutrition /health programs will be an asset. • Experience of managing Severe Acute Malnourished cases is an asset. • Experience of working at State level in close coordination with Government Officials is desirable • Previous experience of working with any facility as would be of added value.
Skills and	<ul style="list-style-type: none"> • Demonstrated ability to work in a multi-disciplinary environment and to establish

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 Project Director
 बाल एवं शिशु रोग विभाग
 State Centre of Excellence for Nutrition Interventions, Raipur
 Professor, Department of Pediatrics
 All India Institute of Medical Sciences, Raipur (CG)



competencies	<ul style="list-style-type: none">harmonious and effective relationships with governmental, non-governmental and civil society organizationsAbility to work in harmony with the partners and maintaining poise in difficult situations.Physically able to move around the project area and willingness to travel to all districts of Chhattisgarh.Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations.Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services.Good interpersonal communication skills along with computer skill.Should have expertise in Microsoft Word, Excel and Power point presentationAble to facilitate meeting with different stakeholders.Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional Fees	Rs. 1,00,000/- per month(Consolidated).
Age limit	Below 45 years (as on the last date of application). Age relaxation may be given to deserving candidates by the competent selection committee (As per Government of India norms)
Location	State Center of Excellence for Nutrition- Department of Pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
Duration	The project duration is from 15 October 2023 to 31 December 2023. The successful candidate shall be issued an initial contract till 31 st December 2023, which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results)
Note	Eligibility criteria may be relaxed as and when required.

Annexure - II :Sr. No.P2- District Nutrition Coordinator

Name of the position : District Nutrition Coordinator

Purpose :

Major duties and responsibilities

- Work closely with DPO-ICDS and CMHO for better coordination and implementation of SAM management/CMAM and AMB programme as per protocol at facility and the community level.
- Build rapport with different government departments within the district and strengthen district convergence committee for better coordination
- Coordinate, facilitate to strengthen data reporting system at the district level and conduct desk review of the data.
- Coordinating with DPO-ICDS for conducting training related to GMP, CMAM, POSHAN Abhiyaan and other nutrition programmes


परियोजना निदेशक
Project Director

Tatibandh, GE Road, Raipur - 492 099 (CG)

राज्य उत्कृष्टता केन्द्र-अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
State Center of Excellence-Sever...
mail: scoesamaiimsrpr@gmail.com



- Coordinate with NRC for improving BoR, Cure rate and monitoring feeding/medicine protocols along with referral of SAM children at the district level
- Analyse existing data with regard to few critical behaviors related to growth monitoring, CMAM, referral of children with SAM and IFA supply at the district level
- Sharing quarterly analytical progress reports and recommendations based on the evidence with government departments, UNICEF at the districts
- Share recommendations for strengthening of essential nutrition interventions
- Collate learnings, good practices from different blocks and share at the district level
- Support districts for development of district convergence action plan for nutrition
- Periodic field visits for supportive supervision (AWW,VHSND, growth monitoring, CMAM sessions, NRC, sub centre, block/district drug store) and facilitate district action based on field observation
- Technical assistance to districts/blocks
- Facilitate and provide technical assistance in the capacity building of AWWs, Supervisors, CDPOs, and other field functionaries for smooth implementation of PoshanAbhiyaan , CMAM Programme, AMB mission etc.
- Any other responsibilities/tasks provided by ICDS, SCOEN-AIIMS Raipur and reporting and completion of any work assigned by Project Director and Project Coordinator

<p>No. of positions Essential qualification</p>	<p>1 (At District level) Master's in nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field. Master's in social work or any similar courses/discipline</p>
<p>Experience, Skills and Competences</p>	<ul style="list-style-type: none"> • With 3 -5 years of experience in the field of health and nutrition. Preference can be given to those who has experience on management of children with SAM or any government programs • Experience of CMAM programme implementation at least for a year is must • Should have good communication and skills • Ability to monitor and review data and share with stakeholders • Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations • Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services • Good interpersonal communication skills along with computer skill • Should have a personal laptop /computer and working knowledge of Microsoft Word, Excel and Power point presentation • Familiar with survey tools e.g., Kobotoolbox, google forms etc. • Physically able to move around the project area • Able to facilitate meeting with different stakeholders • Should have coordination and networking skills • Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services • Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
<p>Professional Fees</p>	<p>Rs. 40,000 /-per month</p>

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Estimated Travel	As per the requirement (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
Age limit	Maximum 40 years
Location	At district Head quarter All districts of Chhattisgarh except Narayanpur and Sukma
Duration	The project duration is from 15 October 2023 to 31 December 2023. The successful candidate shall be issued an initial contract till 31 st December 2023, which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

Annexure –III: Sr. No.P3– Feeding Demonstrator /Nutritionist

Name of the position : Feeding Demonstrator /Nutritionist

Purpose :

Major duties and responsibilities

- Assessing the feeding problem of each child & giving individual counseling to mothers. Charting out specific therapeutic diet plan for each child as per the Guidelines in consultation with the Pediatrician.
- Monitoring the preparation & distribution of feeds as per diet charts.
- Bringing all mothers & caregivers of the admitted children together & demonstrating the preparation of low cost nutritious energy dense culturally acceptable child foods.
- Counseling and demonstrating on various topics like nutrition & malnutrition, hygiene & sanitation, infant & young child feeding practices, immunization, family planning, etc.
- Counseling the mothers/caregivers on the emotional needs of her child & encouraging them to give sensory stimulation.
- Providing group counseling & demonstrating to mothers on structured play therapy for psychosocial stimulation. Engaging the children in play therapy for at least 30 minutes each day.
- Providing group counseling to mothers of all children admitted in the Department of Pediatrics, AIIMS Raipur (eg. Pediatric or general ward) and also to mothers of children present.
- Maintaining various records including registers, e-reports, sheets, etc.
- Filling up the discharge cards with the support of the staff Nurses & counseling mothers relatives regarding follow-up schedule at the NRC & home visits by AWWs/ANMS/Mitanin
- Overseeing the cleanliness & ensuring hygiene practices at SMART unit.
- Maintaining a daily time table for activities assigned to various stakeholders.
- Liaisoning with staff and administrative stakeholders for effective running of the SMART unit.
- Liaisoning with Mitanin, ANM, AWWs, FDs of the NRCs in the catchment area.
- Following up of the children discharged from the SMART Unit by contacting mothers and frontline workers of ICDS (AWWs) and Health (ANM/ASHAS).
- Reporting and completion of any work assigned by Project Director and Project Coordinator

Essential qualification	*Graduate in food and Nutrition/home Science or equivalent from recognized institute/university *Female candidate is preferable. *Nursing course will be preferable (B.Sc Nursing, General Nursing
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	Midwifery (GNM) , Auxiliary Nurse Midwifery (ANM).
Experience	*Certification Course on breastfeeding and feeding demonstration will be preferred.(consider for short listing in interview) *Working experience in NRC or any nutrition rehabilitation facility in medical centre for more than 1 year (consider for short listing in interview)
Professional Fees	Rs. 18,000 /-per month
Estimated Travel	As per the requirement
Age limit	30 years
Location	State Center of Excellence SAM Management- Dept of pediatrics, AIIMS Raipur .
Duration	The project duration is from 15 October 2023 to 31 December 2023. The successful candidate shall be issued an initial contract till 31 st December 2023, which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

Annexure –IV: Sr. No.P4– Cook cum care taker

Name of the position: Cook cum care taker

Purpose:

Major duties and responsibilities

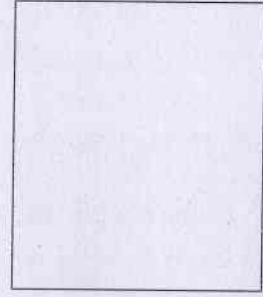
- Preparing therapeutic diet (F-75,F-100 and Food-based Diet) for children as prescribed by the Pediatrician under the supervision of the Nutrition Counselor.
- Involving mothers & care givers of admitted children in the preparation of such therapeutic food.
- Preparing appropriate food for the mothers/caregivers as per approved weekly menu.
- Purchasing daily requirements such as groceries, milk, etc. locally under the supervision of the Nutrition Counselor.
- Cleaning the utensils, kitchen & the equipment used in the kitchen for the preparation of food.
- Reporting and completion of any work assigned by Project Director and Project Coordinator.

Essential qualification	*12 th class pass from recognized board
Desirable	Certificate Course in Dietetics.(1 Year Minimum) will be preferred for short listing in interview
Experience	*Working experience in medical facility as a cook for at least 1 year will be preferred for short listing in interview.
Professional Fees	Rs 10,067/- per month
Age limit	30 years
Location	State Center of Excellence SAM Management- Dept of pediatrics, AIIMS Raipur
Duration	The project duration is from 15 October 2023 to 31 December 2023. The successful candidate shall be issued an initial contract till 31 st December 2023, which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

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परियोजना निदेशक
Project Director

प्रभारक एवं अभि जम्भीर कर्णवर्मा



ANNEXURE V : APPLICATION FORMAT

Name of the Position applying:

Serial number of the position as per advertisement :

PERSONAL DETAILS	
Name of the candidate (in block letter):	
Name of Father/Mother/Husband/Guardian:	
Whether candidate is state/central government employee	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes furnish Non objection certificate
Postal Address (current):	
Postal address (permanent):	
Pin Number:	
City and State :	
Contact number :	
Email Id :	



III. Work Experience

Details of employments (in chronological order) enclose separate sheet, duly authenticated by your signature if the space below is insufficient.

SN	Name of the Office/Institute/ Organization)	Post Held	Duration of Experience		Total Duration of Experience Year(s),Month(s),day(s)	Nature of Duties
			From	To		
1.						
2.						
3.						
4.						
5.						

परियोजना निदेशक
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Total work experience	<p style="text-align: center;">..... Year(s)</p> <p style="text-align: center;">Month(s)</p>					

- If any other relevant work experience: (please add extra sheets) mention details of extra sheets added , if any :

- If selected, what period would you require for joining the post:.....

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished here in if found to be incorrect or false, then I shall be liable for action as per rules in force.

Name of Candidate:

Signature of Candidate:

Date Place