



AIIMS/PED/SCoE4N/2024/ 823

Date: 13 June 2024

**ADVERTISEMENT FOR WALK IN INTERVIEW FOR POST OF IMSAM PROJECT
COORDINATOR POST ON CONTRACTUAL BASIS IN STATE CENTRE OF EXCELLENCE FOR
NUTRITION INTERVENTIONS (SCoE4N), 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.

SCoEN will conduct a Walk- in- Interview for filling up of IMSAM Project Coordinator post under the Department of Pediatrics, AIIMS, Raipur, Chhattisgarh, till **December 2024** purely on a contractual basis as per below mentioned details.

Date of Interview: - 26/06/2024

Time: - 9.30 am (the candidates are requested to reach the venue before **9.00 am** for scrutiny of documents)

Place of Interview: - Room No. 431, Faculty room, Department of Pediatrics Office, D-1 Block, Fourth Floor, New hospital building, Gate No.4, AIIMS, Raipur, C.G.

Applications are invited for filling up of the IMSAM Coordinator 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	IMSAM Project Coordinator	1	UR	Rs. 70,000/-	I

* **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** (Annexure II)below the advertisement and bring the same with self -attested Xerox copy of the certificates at the time of Interview. .
- The candidate needs to submit the application at the time of Walk-in-Interview 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.
- Two recent self- signed passport sized color photographs are to be attached with stapled/pinned on first page of the Përforma format.




4. Candidate should bring one set of self- attested xerox copy of all relevant certificates photocopies of duly filled application form (As per the prescribed Performa) and all original certificates of educational qualifications, and experience certificate, identity proof, along with two photographs and set of self-attested photocopies of all certificates and relevant documents at the time of interview.
5. 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
6. 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.
7. No TA/DA will be paid for attending the interview..
8. Candidate has to join within one week of declaration of result.
9. Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant .
10. Shortlisting & selection of candidates and final selection will be purely on merit basis which will be finalized by the scrutiny and selection committee and their decision will be final.
11. The candidates are advised to check the college website <http://www.aiimsraipur.in> for final result. No separate communication will be sent to the candidates.
12. Final selection will be purely on a merit basis which will be finalized by the selection committee and their decision will be final.
13. **It is the sole responsibility of the candidate to track the AIIMS Raipur website for final eligibility list and final result.**
14. 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.
15. The decision of the competent authority regarding the selection of candidates will be final and no representations in this regard will be entertained.
16. For any queries contact or write to scoesamaiimsrpr@gmail.com with the subject line **“Recruitment of staff for SCoE4N”**.

2. 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 does not fulfil essential eligibility criteria.
- 1.2 **The selection will not be an employment on AIIMS Raipur or UNICEF 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, NHM 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 or early based on selection process date of joining to 31 December 2024 after completion of probation period . **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 15 leave (inclusive of all leaves medical, casual & others during the 1 year contract period) for 1 year starting from 01 January 2024 to 31 December 2024 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


Prof. (Dr.) Anil Kumar Goel
Programme Director (SCoE4N)
Professor and Head
Department of Pediatrics, AIIMS Raipur

परियोजना निदेशक
Project Director
राज्य उत्कृष्टता केंद्र अखिल भारतीय आयुर्विज्ञान संस्थान
State Center of Excellence for Severe Acute Malnutrition
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.)
Professor & Head, Department of Pediatrics
All India Institute of Medical Sciences, Raipur (CG)



TERMS OF REFERENCES (ToR)

Annexure – 1 : Sr. No. P1- IMSAM Project Coordinator, No. of Posts - 01 (UR)

Name of the position –IMSAM Project Coordinator

Purpose of the post: Project Coordinator shall report to the Nodal Person in charge (Project Director) of State Center of Excellence for Nutrition (SCoE4N) at, Department of Pediatrics, AIIMS, Raipur and shall be responsible for providing support in capacity building, monitoring and knowledge management under the SCoE for strengthening the Facility and Community-based management of SAM in Chhattisgarh State. Technical oversight and funding for the position shall be provided by a respected International Development Agency that works across the globe, to promote children's survival, protection and development.

Major duties and responsibilities:

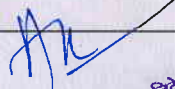
- To look after the overall coordination and functioning of the State Center of Excellence for Nutrition, AIIMS, Raipur.
- Provide techno-managerial support for conducting phase-wise training programs for medical officers and Feeding Demonstrators, staff nurses & other staff of all NRC personnel on SOPs for the management of non-responders/critical cases of children with SAM.
- Support for the establishment of SMART (State of Art 'Severe Acute Malnutrition Referral & Advance Treatment' unit
- Provide techno-managerial support to the SMART unit and Tele mentoring unit housed in AIIMS Raipur
- Provide support in inter-departmental coordination between DWCD and DoHFW/ NHM and Medical Colleges for convergent activities under the SCoE.
- Provide support in establishing supportive supervision mechanism in coordination with NHM, DWCD and stakeholders along with capacity building, data analysis & review of findings and recommendations to the state department.
- Provide techno-managerial support to various operational research/ pilot studies conducted under, Dept. of Pediatrics, AIIMS Raipur
- Rapid assessment support to NRCs in Chhattisgarh state on a sample basis, through the already developed NRC assessment checklist.
- Accreditation of NRCs in Chhattisgarh state in coordination with NHM and UNICEF.
- Provide support in the documentation of best practices followed at SMTUs, NRCs and community and develop resource materials, as required from time to time.
- Facilitate inter-departmental coordination and convergence between DWCD, NHM, Education dept and other line departments and AIIMS Raipur including other development partners to improve implementation of Integrated Management of SAM in Chhattisgarh state.
- Facilitate data analysis and biannual review meetings at the state level with key departments and CoE, AIIMS Raipur, to review the program indicators for CSAM with a focus on sharing bottlenecks identified in supply chain, record keeping, reporting and data validation and communication plan implementation.
- Coordinate monthly/quarterly review meetings at to discuss the findings, gap assessments, data issues and scope for improvement.
- Provide support in documentation / developing progress reports and sharing of best practices/success stories in CSAM and AMB program at community and develop resource materials, as required from time to time.
- Compile and share all field visit trip reports with the Nodal Person for CSAM/AMB and government counterparts.
- Maintaining and sharing records of trainings held, participant's details, meeting minutes, financial records, and other administrative support to the department for CSAM and AMB programs.



- Facilitate coordination with finance department/research cell/Director's cell of AIIMS for smooth and timely functioning.
- Identification and keeping data of malnourished children visiting to OPD and admitted in Pediatrics wards
- Facilitate travel and other arrangements for field visits to the intervention districts and keep records.
- Any other responsibilities/tasks provided by PD, SCoE4N and UNICEF.

Eligibility criteria:

Essential qualification	Applicants must have post-graduate degree/diploma in Pediatrics/ Community Medicine/ master's in public health. master's degree from a recognized university in one of the disciplines: Nutrition, Public Health; Health Sciences; with at least 3 years of progressive experience of working with government health and nutrition programs at multiple levels
Experience	<ul style="list-style-type: none">• Minimum 3 years of professional work experience in the field of public health, public health nutrition especially micronutrient supplementation, child nutrition, emergency nutrition, management of children with SAM, etc.• Prior experience of working with the Government shall be an asset;• Knowledge/ familiarity with Govt systems and national flagship programs such as NHM, ICDS and others.• Experience may be relaxed for candidate with MD in Pediatrics and Community Medicine / Preventive and Social Medicine by competent authority.
Skills and Competencies	<ul style="list-style-type: none">• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations;• Assessment and analysis of anthropometric parameter in Children with the use of Growth chart and tables.• Knowledge of preparation of medical therapeutic diet for malnourished children and its administration.• Knowledge of local language (Hindi) is essential; Fluency in English is desirable• Good analytical, negotiation and communication (oral and written) skills.• Ability to use computer software i.e. MS Office, MS Excel, Power Point and Internet programmes.• Ability 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 a personal laptop /computer and expertise in Microsoft Word, Excel and Power point presentation.• Able 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 70,000 per month (Consolidated)
Estimated travel	5 days of minimum field travel in a month and/or as required


पुनर्विभागा निदेशक
Pediatric Director
राज्य उत्कृष्टता केंद्र, अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
State Center of Excellence for Severe Acute Malnutrition
Professor & Head, Department of Pediatrics
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All India Institute of Medical Sciences, Raipur (CG)



आरोग्यम् सुखं सम्पदा

State Centre of Excellence for Nutrition ~~Inter-views~~

राज्य पोषण मध्यवर्तन उत्कृष्टता केंद्र (SCoE4N)


बाल एवं शिशु रोग विभाग

Department of Pediatrics

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

All India Institute of Medical Sciences, Raipur (CG)

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 Management of Severe Acute Malnutrition (SCoE-SAM) at AIIMS, Raipur
Duration	The project duration is from 01 June 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024, 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.

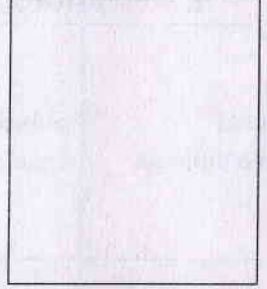

परिचालक निदेशक
Project Director
राज्य उत्कृष्टता केंद्र-अति गंभीर घुसराव प्रयोग
State Center of Excellence Severe Acute Malnutrition
प्रभारक एवं प्रमुख, बाल एवं शिशु रोग विभाग
Professor & Head, Department of Pediatrics
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All India Institute of Medical Sciences, Raipur (CG)



असौख्यं सुखं सम्मद

State Centre of Excellence for Nutrition Interventions
राज्य पोषण मध्यवर्तन उत्कृष्टता केंद्र (SCoE4N)
बाल एवं शिशु रोग विभाग
Department of Pediatrics
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (CG)

ANNEXURE II : APPLICATION FORMAT



Name of the Position applying:

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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 :	
Date of Birth (DD/MM/YY)	
Gender : (Male/Female/other	
Caste: (Gen/ST/SC/OBC/EWS)	



आरोग्यम् सुखं सम्पद्यते

State Centre of Excellence for Nutrition Interventions

राज्य पोषण मध्यवर्तन उत्कृष्टता केंद्र (SCoE4N)

बाल एवं शिशु रोग विभाग

Department of Pediatrics

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

All India Institute of Medical Sciences, Raipur (CG)

I. EDUCATIONAL QUALIFICATION (Start from highest degree)

Name of degree/diploma	Subject/ Discipline	University/ Institute/ College	Year of Passing final examination	Marks Obtained (Percentage)	For office use only Verified (Y/N)

II. Any specific training/ awards/ publication/achievement in the required field:

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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.						
Total work experience	Year(s)..... Month(s)				



State Centre of Excellence for Nutrition Interventions

राज्य पोषण मध्यवर्तन उत्कृष्टता केंद्र (SCoE4N)

बाल एवं शिशु रोग विभाग

Department of Pediatrics

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

All India Institute of Medical Sciences, Raipur (CG)

- If any other relevant work experience: (plz 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.

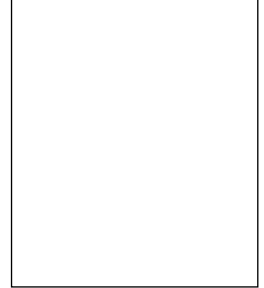
Name of Candidate:

Signature of Candidate:

Date Place



ANNEXURE III : APPLICATION FORMAT



Name of the Position applying:

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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 :	



Date of Birth (DD/MM/YY)	
Gender : (Male/Female/other)	
Caste: (Gen/ST/SC/OBC/EWS)	

I. EDUCATIONAL QUALIFICATION (Start from highest degree)

Name of degree/diploma	Subject/Discipline	University /Institute/ College	Year of Passing final examination	Marks Obtained (Percentage)	For office use only Verified (Y/N)

II. Any specific training/ awards/ publication/achievement in the required field:

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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.						
Total work experience Year(s) Month(s)					

- If any other relevant work experience: (plz 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