



**सामुदायिक एवं पारिवारिक चिकित्सा विज्ञान विभाग**  
**Department of Community & Family Medicine**  
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur (Chhattisgarh)  
Tatibandh, GE Road, Raipur - 492 099

**CFM/MR/Project/645/2024**

**Date: 01.08.2024**

**Advertisement for contractual post of 'NMHS Survey Coordinator' at AIIMS Raipur, Chhattisgarh for Research Project entitled 'National Mental Health Survey-2' funded by Ministry of Health and Family Welfare, Government of India and coordinated by NIMHANS, Bangalore.**

Application in the prescribed format are invited for the following post on purely temporary basis for the extramural research project entitled 'National Mental Health Survey-2' under the Department of Community & Family Medicine, AIIMS Raipur as per the details given below:

<b>Name of the Post</b>	<b>NMHS Survey Coordinator</b>
No. of Post	01
Essential Qualification	Master of Public Health/ Psychology/ Social work/ Sociology/ Rural development or related areas
Desirable Experience	<ol style="list-style-type: none"><li>1. One year experience in conducting field survey related to mental health</li><li>2. Experience in working in projects/programs at State level</li><li>3. Demonstrated ability to liaison with different and multiple organizations at State/National Level.</li><li>4. Skills in planning and conducting research/survey related training programmes</li><li>5. Fluency to communicate in local language and multiple dialects.</li><li>6. Undertaken Health related field-based data collection</li><li>7. Ability to plan, coordinate field-based survey</li></ol>
Salary	Consolidated Rs. 55,000/- per month; excluding local travel which will be borne separately

<b>Name of the Post</b>	<b>NMHS Survey Coordinator</b>
Nature of work	Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey, supervise field activities and liaison with local coordinators. Candidates should have the experience of administering psychiatric survey instruments.
Maximum Age Limit	40 / 45 years
Duration	Initial appointment will be for 2 months and extended further depending upon the performance of the candidate.

**Specific responsibilities:**

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Undertake data collection in the field</li> <li>2. Planning for field data collection on a week to week basis.</li> <li>3. Monitor data collection on a daily basis and maintain status logs of survey activity</li> <li>4. Monitor the progress of the survey, supervise field activities and liaison with local authorities</li> <li>5. Ensure data backup on a daily basis regularly</li> <li>6. Prepare daily, weekly and monthly reports as per specified formats</li> <li>7. Do data checking/ editing for completeness</li> </ol> |
|--|

**Note:** The candidate must be willing to undertake other responsibilities as may be assigned from time to time by the PI or Co-PI.

**How to apply:-**

Application Form can be downloaded from AIIMS Raipur website. The interested candidate should e-mail duly filled-in application form to **manisharuikar@aiimsraipur.edu.in** within 10 days of the date of advertisement.

If unable to send by e-mail, then the hard copy of duly filled-in application in the prescribed format should be sent to **Prof. Dr Manisha Ruikar, Head of the Department, Community & Family Medicine, Room No. 2113, 2<sup>nd</sup> Floor, Medical College Building, All India Institute of Medical Sciences, Raipur, Tatibandh, G. E. Road, Raipur- 492 099** by Speed Post/ Registered Post; super scribing the envelope 'Application for the post of NMHS Survey Coordinator on contractual basis for NMHS-2.' The application should be received by AIIMS, Raipur within 10 days of the date of advertisement.

### **Selection Process:-**

1. Candidates have to report with duly filled-in application form along with relevant documents for verification. Candidate should also submit one set of attested photocopies of supporting documents/ certificates.
2. Reporting time for candidate's starts on 9:00 AM on August 21, 2024 and closing time to report for interview is 10:00 AM on August 21, 2024, after which no additional candidates would be entertained for interview.
3. If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.
4. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
5. The decision of the competent authority regarding selection of candidate will be final and no representations in this regard will be entertained.
6. Final result will be declared on the website of AIIMS Raipur and selected candidates will be informed through e-mail.
7. Candidates are advised to regularly visit the website of AIIMS Raipur ([www.aiimsaipur.edu.in](http://www.aiimsaipur.edu.in)) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding change in date and time of interview, if any.

### **General Terms and Conditions:-**

1. Candidates should note that their appointment will be for the Project only and they will NOT be the employees of AIIMS, Raipur.
2. The appointee shall not have any right or claim to appointment on regular basis in AIIMS Raipur on any post.
3. The appointee shall be on whole time appointment for the project concerned and shall not accept any other assignment paid or otherwise during the period of contract.
4. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary without assigning any reason or on failure to complete the period of two months to the satisfaction of the competent authority.

5. Person working in Government or Public Sector undertaking should produce 'No Objection Certificate' at the time of interview.
6. If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have to appear before the designated medical authority.
7. No TA will be admissible for attending the interview and for joining the duties in case of selection.

**Tentative Date of Interview** – 21.08.2024      **Reporting Time:** 09.00 am

**Place of interview-**

Department of Community & Family Medicine  
Room No. 2113, 2<sup>nd</sup> Floor  
Medical College Building, Gate No. 05  
All India Institute of Medical Sciences, Raipur  
Tatibandh, G.E. Road,  
Raipur, Chhattisgarh – 492 099



Prof. Dr Manisha Ruikar  
Principal Investigator  
Professor and Head  
Department of Community & Family Medicine  
AIIMS, Raipur



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur (Chhattisgarh)  
Tatibandh, GE Road, Raipur - 492 099

## **APPLICATION PROFORMA**

1. Name of the Post : .....
2. Advertisement No. & Date : .....
3. Full name in block letters : .....
4. Father's/Husband's Name: .....
5. Date of Birth : .....
6. Age : .....
7. Gender : .....
8. Category : UR/OBC/SC/ST
9. Permanent Address : .....
10. Present Address : .....
11. Contact Mobile Number : .....
12. E-mail id : .....

Paste one  
passport  
size  
photograph

13. **Educational Qualification:**

Sr. No.	Qualification	Name of Board/ University	Year of passing	Marks Obtained (Percentage)
1.	10 <sup>th</sup>			
2.	12 <sup>th</sup>			
3.	Graduation			
4.	Post graduation			

14. **Experience:**

<b>Sr. No.</b>	<b>Post</b>	<b>Name of the Institution</b>	<b>Duration (From - To)</b>	<b>Total Experience</b>	<b>Duties &amp; Responsibility</b>

15. **Any other important information:**

**Declaration**

I hereby declare that the information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/false, my candidature/services are liable to be terminated.

**Place:** .....

**Date:** .....

**Signature of the Candidate**