



AIIMS/PED/SCoE4N/2025/61

Date: 17 February 2025

**ADVERTISEMENT FOR INTERVIEW FOR VARIOUS POSTS ON CONTRACTUAL BASIS FOR 6 MONTHS 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 government 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.

SCoE4N will conduct an Interview for filling up of various contractual posts under SCoE4N, Department of Pediatrics, AIIMS, Raipur, and Chhattisgarh. **The project duration is 6 months from date of joining.**

Candidates will have to share the scan filled **Application form (Annexure-IV)** and all certificates related to their eligibility initially to programme e-mail id [scoesamaiimsrpr@gmail.com](mailto:scoesamaiimsrpr@gmail.com) till 1<sup>st</sup> March 2025, 5 P.M. **.Regarding filling of application form kindly refer "General Information to the Candidate".**

**The selected candidate shall be issued a contract of 6 months from date of joining** which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. Posts mentioned below are **purely on a contractual basis.**

**Selected candidates have to complete their probation period of 1 month initially** from the date of joining and after completion of probation period, candidates' tenure shall be extended for further period till **6 months from date of joining.** Extension of tenure after probation period will purely depend upon the candidate satisfactory performance which will be scrutinized by the Programme Director.

**Date of Interview: - 04<sup>th</sup> March 2025.**

**Time: - 9.00 am** (the candidates are requested to reach the venue before **8.30 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 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	State IYCF Coordinator	01	UR	Rs. 70,000/- (Seventy thousand rupees only)	I
P2	Medical Record/ Finance Assistant	01	UR	Rs. 40,000/- (Forty thousand rupees only)	II
P3	Statistician/Data Manager	01	UR	Rs. 35,000/- (Thirty five thousand rupees only)	III



- \* *Note: All the posts mentioned above are Under UNICEF grant as per MOU.*
- \* *Number of post may be alter (Increase/Decrease) as per requirement of programme.*
- \* *In case of more 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:

1. Candidates will have to share the scan filled scanned copy of “**Application form (Annexure-IV)**” and all certificates related to their eligibility initially to programme e-mail id i.e [scoesamaimsrpr@gmail.com](mailto:scoesamaimsrpr@gmail.com) Candidates filled “**Application form (Annexure-IV)**” will be scrutinized according to the eligibility/work experience mentioned in advertisement and only those candidates will be called for appearing in the interview who found suitable for the respective post. Application form (Annexure-IV) will be scrutinized by programme panel members and their decision will be final.
2. Last date for sharing the filled Application form (Annexure-IV) will be **till 1<sup>st</sup> March 2025, 5 P.M.** No further communication will be entertained after above mention date and time.
3. Shortlisted candidates will be intimated for appearing in the interview via mail after “**Application form (Annexure-IV)**” and certificates scrutinizing process.
4. Shortlisted candidates have to download and print the **Application form attached (Annexure-IV)** below the advertisement and bring the same with self -attested Xerox copy of the marksheet/certificates at the time of Interview also.
5. The candidate needs to submit the application at the time of 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.
6. Two recent self- signed passport sized color photographs are to be attached with stapled/pinned on first page of the performa format.
7. Candidate should bring one set of self- attested xerox copy of all relevant marksheet/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.
8. 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](http://www.aiimsraipur.edu.in)
9. 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.
10. No TA/DA will be paid for attending the interview.
11. Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant.
12. 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. No representations in this regard will be entertained.
13. For any queries contact or write to [scoesamaimsrpr@gmail.com](mailto:scoesamaimsrpr@gmail.com) with the subject line “**Recruitment SCoE4N**”.

*Mk*



## 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 NHM/UNICEF based on this job.**
- 1.3 **Employment of selected candidates will automatically terminate upon completion of contract i.e. 6 months from date of joining**
- 1.4 **Selected candidates have to complete their probation period of 1 month 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 candidate who is already in Government service shall submit **'No Objection Certificate'** from the present employer at the time of interview.
- 1.6 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.
- 1.7 **Tenure:** The assignments are purely on contract basis for the period starting from or early based on selection process date of joining to **6 months from date of joining** 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.**
- 1.8 **Candidate has to join within 15 days of declaration of result.**
- 1.9 Selected Candidates have to submit the **"Medical fitness Certificate"** from gazetted officer at the time of joining.
- 1.10 Experience certificate will only be issued after completion of **three months** of tenure.
- 1.11 **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. In case of any reported misconduct, the contract will be terminated with immediate effect.
- 1.12 **Accommodation:** No hostel or any other accommodation will be provided by the Institute for attending the interview at any stage of recruitment.
- 1.13 **Leave rule:** Candidate will be entitled for 15 leave on yearly basis (inclusive of all leaves- medical, casual & others during the **6 month of contract period** starting from **date of joining** on pro-rata basis. Leave encashment and carryover of leave for tenure will be not admissible.
- 1.14 **Any selected candidate is not allowed to share any programmatic data with anyone without approval of programme director and not allowed to make any statements regarding programme in media and doing so may invite disciplinary action.**
- 1.15 Canvassing of any kind will lead to disqualification.
- 1.16 Private practice of any type is prohibited. Candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.



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- 1.17 The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- 1.18 The candidate should not have been convicted by any Court of Law.
- 1.19 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.
- 1.20 All disputes, controversies or claim shall be subject to the exclusive jurisdiction of court of Raipur, Chhattisgarh.

**Annexure –I Sr. No. 1 - State IYCF Coordinator IIR-1**

**Name of the position –State IYCF Coordinator**

**Major duties and responsibilities**

- In convergence with health department, strengthens health facility-level interventions to promote early initiation of breastfeeding across the state.
- Prepare Standard operating procedure (SOP) for Breastfeeding Corners, IYCF Counseling Centers, labor rooms and other health facilities supporting IYCF practices
- Support health department for effective implementation of MAA programme
- Review existing State IYCF Guideline and support for its revision in state context
- Support SIHFW for reviewing IYCF training package and modifying in state context and strengthening DTT teams through revised training package
- Support in creation of pool of master trainers
- Facilitate conduction of IYCF trainings for health facility staff (functional delivery points) and field functionaries in coordination with SIHFW (through NHM funds)
- Integrate '10 steps of breastfeeding' with DQAC in coordination with QA cell, State Health Society.
- Supporting IYCF training of Mos and ANMs/SNs of all functional delivery points.
- Analyze assessment report of health facilities for decision making and advocacy with those data.
- Support for BFHI accreditation for health facilities of state
- Support in implementing web-based MIS for IYCF related activities and programmes
- Establish review mechanism at district and state level and take necessary actions
- Review the program as per workplan and take necessary action
- Manage financial activities of the project and any other work assigned by the Project director/ Funding agency
- Reporting and completion of any work assigned by Project Director and Project Coordinator.

<b>No. of Position</b>	01
<b>Essential qualification</b>	Applicants must have MBBS with Public Health, BDS with master's in public health, AYUSH Graduate with master's in public health, Master degree from a recognized university in one of the disciplines: Nutrition, Public Health; Health Sciences; Rural Development; Rural management or other Management Education with at least 3 years of progressive experience of working with government health and nutrition programs at multiple levels of which at least 2years at State level.
<b>Experience</b>	<ul style="list-style-type: none"><li>• With 3 -5 years of experience in the field of health and nutrition. Preference can be given to those who has experience on IYCF related projects and programme or any government programs</li><li>• Experience of managing large team of support staff at State and District level for nutrition /health programs</li><li>• Experience of working at State level in close coordination with Government Officials is desirable</li></ul>



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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)

	<ul style="list-style-type: none"><li>• Previous experience of working with UNICEF or any other UN organization will be of added value.</li></ul>
<b>Skills and competencies</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations</li><li>• Ability to work in harmony with the partners and maintaining poise in difficult situations.</li><li>• Physically able to move around the project area and willingness to travel to all districts of Chhattisgarh</li><li>• Should be a person of good repute/ character, ethics &amp; without any criminal record. No political affiliations</li><li>• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services</li><li>• Good interpersonal communication skills along with computer skill</li><li>• Should have a personal laptop /computer and expertise in Microsoft Word, Excel and Power point presentation</li><li>• Able to facilitate meeting with different stakeholders</li><li>• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.</li></ul>
<b>Professional Fees</b>	For applicants with 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 with 5 years of professional experience – Rs. 70,000 per month (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
<b>Estimated Travel</b>	Minimum 5 days in a month
<b>Age limit</b>	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)
<b>Location</b>	SCoE4N, Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
<b>Duration</b>	<b>The project duration is for 6 months from date of joining.</b> <b>The selected candidate shall be issued an contract for 6 months from date of joining,</b> which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

**Annexure –II Sr. No. 2 – Medical Record/Finance/Admin Assistant UR-1**

**Name of the position –Medical Record/Finance Assistant**

**Major duties and responsibilities**

1. Maintenance & Medical Record keeping of all data of children admitted under SCoE4N in digital and Hand written format at AIIMS, Raipur.
2. Preparation of budget, Statement of Expenditure and audit reports related programme.
3. Procurement related file preparation (PPRF) and liasoning with store department of AIIMS Raipur for further movement of procurement file.



4. To accomplish all financial task related to programme and to ensure smooth payment of pending bills.
5. Liasoning with AIIMS Raipur account department for proper clearances of file...
6. Maintenance of all data of children admitted under SCoE4N in digital and Hand written format at AIIMS, Raipur.
7. Record /Data maintenance of all research projects related to SCoE4N.
8. File keeping and data entry of meetings, administrative works , finances ,equipment's of SCoE4N  
Keeping file records of all activities of centre and preparations of letters or minute of meeting etc
9. Keeping track record of data related to SCoE4N and makes them available in simplified statistical processed format.
10. All Administrative related work related to programme i.e preparation of Statement of expenditure, Official note sheet & documents, PPRF (Purchase Proposal Request form), etc.
11. Reporting and completion of any work assigned by SCoE4N Project Director & UNICEF

<b>No. of Position</b>	01
<b>Essential qualification</b>	Applicants must have . Master degree in Commerce/Economics/Finance or any other stream from a recognized university/ with at least 3 years of progressive experience of working in government programme in handling/managing finance/accounts/Administration.
<b>Experience</b>	3-5 years of progressive experience of working with government programme in handling/managing finance/accounts. <b>Candidates with higher number of years of work experience and working with UN agency shall be given priority.</b>
<b>Skills and competencies</b>	Must have experience in handling/ managing finance/accounts/Administration related to programme. Managing all files, stocks related to programme.
<b>Professional Fees</b>	Rs. 40,000/- ( <b>Forty thousand rupees only</b> )
<b>Age limit</b>	Below 40 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)
<b>Location</b>	State Center of Excellence for Nutrition Interventions, Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh (SCoE4N), Dept of pediatrics, AIIMS Raipur.
<b>Duration</b>	<b>The project duration is for 6 months from date of joining.</b> <b>The selected candidate shall be issued an contract for 6 months from date of joining, which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.</b>



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**Annexure III: Sr. No. P3- Statistician/Data Manager- No. of Posts - 01 (UR)**

**Name of the position: Statistician/ Data Manager**

**Purpose:** Under the direct supervision of Principal Investigator- SCOE, State Nutrition Coordinator (MIS) will be placed with SCOE to analyze the situation of program with analytical findings and perform following duties.

**Major duties and responsibilities (including but not limited to):**

- Facilitate data analysis and review meetings with block and district officials/teams to review the programme indicators for nutrition and CMAM programme.
- Support state level review meetings with SCOE officials, District Coordinators, State and District officials and support staff through data analysis.
- Organize and conduct state level trainings on streamlining data systems and MIS to support CMAM and other nutrition interventions reporting mechanism.
- Support SCOE to develop online monitoring mechanism for district team and state officials and generate monthly monitoring reports.
- Documentation/ developing progress reports/ annual reports and sharing of best practices/success stories for various nutrition related MIS and CMAM programme.
- Facilitate planning and capacity development on MIS for POSHAN Tracker, CMAM, IYCF and AMB in collaboration with SCOE, UNICEF, DWCD and NHM.
- Extend support in research studies planning, data collection and data analysis
- Develop quarterly self-assessment status based on the performance assessment tool.
- Share recommendations for strengthening of essential nutrition interventions.
- Collate learnings, good practices from different blocks and share at the district level.
- Any other task delegated by the authority.
- Reporting and completion of any work assigned by Project Director and Project Coordinator.
- Monthly/quarterly assessment of the data collected by the District Coordinators.
- Any other responsibilities/tasks provided by SCOE and UNICEF.

**Eligibility criteria:**

<b>No. of position</b>	<b>01</b>
<b>Essential qualification</b>	Applicants must have a post-graduate degree in Statistics, Information technology, Data management, Health Informatics, Public Health Nutrition, Health Management, Health Administration, Epidemiology/Social Science or related field.
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least 3 years of experience of handling data especially in nutrition projects and the Health and ICDS system is essential.</li><li>• Experience of managing programs with nutrition /health programs and knowledge of HMIS, POSHAN Tracker is preferred.</li><li>• Experience of working at State level in close coordination with Government Officials is desirable.</li><li>• Previous experience of working with any academia or UN organization will be of added value.</li></ul>
<b>Skills and competencies</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations.</li><li>• Should be able to develop Applications/programmes for data management online.</li><li>• Skills and knowledge in managing community based public health, livelihood, rural development and nutrition programs including capacity building is essential</li></ul>



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All India Institute of Medical Sciences, Raipur (CG)

	<ul style="list-style-type: none"><li>• Knowledge of computer applications (Word, Excel, Power Point, other presentation software) is must and knowledge and understanding of statistical tools like SPSS, STATA, Atlas TI, Epi Info etc. and familiarity with the KoBoToolbox, Google forms etc. added advantage</li><li>• Ability to work in harmony with the partners and maintaining poise in difficult situations.</li><li>• Experience in data analysis and report writing is essential.</li><li>• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.</li><li>• Willingness to travel to all districts of Chhattisgarh.</li></ul>
<b>Professional Fees</b>	Rs. 35,000 /- per month (Consolidated).
<b>Estimated Travel</b>	Minimum 5 days in a month (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
<b>Age limit</b>	Below 40 years (as on the last date of application).
<b>Location</b>	State Center of Excellence for Nutrition Interventions, Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh
<b>Duration</b>	<b>The project duration is for 6 months from date of joining.</b> <b>The selected candidate shall be issued an contract for 6 months from date of joining,</b> which may be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.

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

रायपुर विभाग  
Programme Director  
राज्य पोषण प्रभावकारि उन्मुखता केन्द्र  
State Centre of Excellence for Nutrition Interventions  
प्रसवपूर्वक एवं प्रसव काल एवं शिशु रोग विभाग  
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All India Institute of Medical Science, Raipur (C.G.)