



AIIMS/PED/SCoE4N/2025/ 84

Date: 08 March 2025

**ADVERTISEMENT FOR INTERVIEW FOR MEDICAL RECORD AND FINANCIAL ASSISTANT
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 **till 14 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 Interview: - 18 March 2025.

Time: - 11.00 am (the candidates are requested to reach the venue before **9:30 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	Medical Record/ Finance Assistant	01	UR	Rs. 40,000/- (Forty Thousand Rupees Only)	I

* **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 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 14 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
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 with the subject line “**Recruitment 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 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.**
 - 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**



1.20 All disputes, controversies or claim shall be subject to the exclusive jurisdiction of court of Raipur, Chhattisgarh.

Annexure –I Sr. No. 1 – 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

Eligibility criteria:

No. of Position	01
Essential qualification	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.
Experience	3-5 years of progressive experience of working with government programme in handling/managing finance/accounts. Candidates with higher number of years of work experience and working with UN agency shall be given priority.
Skills and competencies	Must have experience in handling/ managing finance/accounts/Administration related to programme. Managing all files, stocks related to programme.
Professional Fees	Rs. 40,000/- (Forty Thousand Rupees Only)
Age limit	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)



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)

08 March 2025

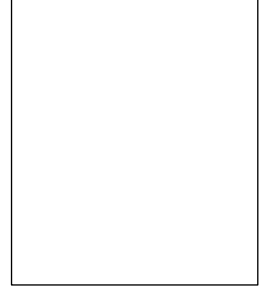
Location	State Center of Excellence for Nutrition Interventions, Dept. of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh (SCoE4N), Dept. of pediatrics, AIIMS Raipur.
Duration	The project duration is for 6 months from date of joining. The selected candidate shall be issued a 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.

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

कार्यक्रम निदेशक
Programme Director
राज्य पोषण अभ्यवर्तन केंद्र
State Centre of Excellence for Nutrition Interventions
अखिल भारतीय आयुर्विज्ञान संस्थान रायपुर (छ.ग.)
Department of Pediatrics
अखिल भारतीय आयुर्विज्ञान संस्थान रायपुर (छ.ग.)
All India Institute of Medical Science, Raipur (C.G.)



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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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).....Day(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