



All India Institute of Medical Sciences, Gorakhpur

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Website: <https://aiimsgorakhpur.edu.in/>

Recruitment of extramural project staff on a purely temporary basis

Subject: Recruitment for the following posts on a purely temporary basis in Extramural Project

All India Institute of Medical Sciences, Gorakhpur intends to engage following non institutional human resource positions on **purely temporary basis** for its Project titled *“Centre for Nutrition: A centre for technical support to Government of UP to prevent/manage malnutrition across life stages.”*

Project Site: District Gorakhpur and Shrawasti.

Nature of Work: The study is planned in District Gorakhpur and Shrawasti Uttar Pradesh. Project work include Data collection, planning, implementation, establish review mechanism, coordination with the government and other stakeholders, coverage data analysis, capacity building, facilitating visits by the donor, technical agencies, or external team (as required) and knowledge management and Data Management etc.

Duration of Post: 9 months; which may be decreased and increased depending on funding availability

Mode of Selection: **Written examination and Interview (Academic Block, AIIMS, Gorakhpur)**

Detailed Qualification and Job responsibility:



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SN	Position	Qualification	Responsibility	Number of Posts	Consolidated professional fee per month
1.	Senior Project Consultant (SPC) for Anemia Mukh Bharat and Child Nutrition	<ul style="list-style-type: none">• Master's in public health/ Nutrition / Public Health Nutrition / Health Management / Social Work / Sociology• Minimum five years of experience in supporting Districts on various nutrition programmes implemented by the Government.• Candidates who have prior work experience working at the district level closely with the district administration and government departments - Health, ICDS are preferred.• Experience in the field of maternal / child / adolescent nutrition and health.• Thorough understanding and working knowledge of the concepts and principles of the social sector programme planning and implementation, especially in the context of Uttar Pradesh.• Training and communication skills.• Hands-on reporting and documentation skills and ability to speak and write in Hindi and English.• Computer skills, including MS-Office (MS Word, Excel, Power Point etc.)	<ol style="list-style-type: none">1. Provide programmatic support to AMB programme in the district.2. Provide technical assistance and programmatic support to management of acute malnutrition and Early Growth Failure (EGF) programme in the district(s)3. Knowledge Management4. Managing day to day affairs5. Collection of data6. Maintaining and managing all the formats7. Work as assigned by the PI and CO-PI	2 (Two)	Rs. 85,000.00
2.	Additional Project Consultant for Anemia Mukh Bharat and Child Nutrition	<ul style="list-style-type: none">• Bachelors in public health/ Nutrition / Public Health Nutrition / Health Management / Social Work / Sociology, master's qualification is desirable.• Minimum five years of experience in supporting Districts on various nutrition programmes implemented by the Government.• Candidates who have prior work experience working at the district level closely with the district administration and government departments - Health, ICDS are preferred.	<ol style="list-style-type: none">1. Provide programmatic support to AMB programme in the district.2. Provide technical assistance and programmatic support to management of acute malnutrition and Early Growth Failure (EGF) programme in the district(s)3. Knowledge Management4. Managing day to day affairs5. Collection of data6. Maintaining and managing all the formats	2 (Two)	Rs. 50,000.00



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		<ul style="list-style-type: none"> • Experience in the field of maternal / child / adolescent nutrition and health. • Thorough understanding and working knowledge of the concepts and principles of the social sector programme planning and implementation, especially in the context of Uttar Pradesh. • Training and communication skills. • Hands-on reporting and documentation skills and ability to speak and write in Hindi and English. • Computer skills, including MS-Office (MS Word, Excel, Power Point etc.) 	7. Work as assigned by the PI and CO-PI		
3.	Lactation counsellor	<ul style="list-style-type: none"> • Post Graduate/graduate in Health Science/Home science /Nutrition/Psychology/Social Work from a reputed organization. • The candidate must have been trained in 7 days Infant and young child Feeding course (BPNIs 4 in 1 course) and Expert in Growth monitoring in infants and children • Should have minimum 6-8 Years' Experience in counseling/training/supportive supervision on health and nutrition issues of mother and child. 	<ol style="list-style-type: none"> 1. Will have to travel to different areas in districts of Uttar Pradesh with the project team. 2. The candidate will also support counselling services in AIIMS Paediatrics OPD, on the days they are not travelling. 3. Will have to travel to different districts in UP. 4. Ability to travel extensively. The person should be well versed in counseling/training/supportive supervision on health and nutrition issues of mother and child. 5. Computer skills, including MS-Office (MS Word, Excel, Power Point etc.) 	2 (Two)	Rs. 20,000.00
4.	Support staff for data entry and account management (Part Time)	<ul style="list-style-type: none"> • Science Graduate. • Diploma in Computer Applications. • Expert in data compilation, computerization, and analysis on UNICEF Applications. • 6-8 years' experience in account management as per Government rules and knowledge about the UNICEF recommendation / Assessment procedures. Ability to travel extensively. 	<ol style="list-style-type: none"> 1. The person would be responsible for data compilation, computerization, analysis and shared with Project coordinator on monthly basis 2. Responsible for account management as per Government rule ensuring the UNICEF recommendation / Assessment during Spot Check. 	1 (One)	Rs. 10,000.00



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General terms and conditions:

1. The number of posts may vary.
2. These positions are meant for temporary projects, for 9 months, which may be reduced or extended based on performance, funds availability from the funding agency and continuing requirement for the position.
3. Engagement of the above advertised staff will depend on the availability of funds, functional requirements and approval of the competent authority. Therefore, we are not committed to fill up the advertised project human resource positions and the process is liable to be withdrawn / cancelled/ modified at any time.
4. The rates of the emoluments / stipend shown in the advertisement may vary according to the sanction of the funding agency of the project.
5. **Separate application should be submitted for each position.** Allotment of project site to the successful candidate will be decided by the competent authority at its discretion.
6. Qualification and experience should be in relevant field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
7. Mere filling the essential qualification doesn't guarantee selection.
8. Persons already in regular time scale service under any government organization/ department are not eligible to apply.
9. No TA/ DA will be paid to attend the written examination/interview/personal discussion and candidates have to arrange transport/ accommodation themselves.
10. UNICEF and / AIIMS, Gorakhpur reserves rights to consider or reject any application / candidature.
11. Submission of wrong or false information during the process of selection shall disqualify the candidature.
12. The persons engaged on human resource project positions will normally be posted at the project site and will travel to District Gorakhpur and Shrawasti.
13. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in UNICEF or AIIMS, Gorakhpur or in any of its institutes or in any other government organizations and their project term with breaks or without breaks



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in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption/ regularization of service in funding agency or in UNICEF or AIIMS, Gorakhpur.

14. Benefits of provident fund, pension scheme, leave travel concession, medical claim, staff quarters and other facilities applicable to the regular staff of UNICEF etc. are not admissible to the project human resource positions.
15. AIIMS, Gorakhpur reserves the right to terminate the project human resource positions even during the agreed contract period without assigning any reason.
16. Leaves shall be as per the AIIMS's policy for project human resource positions.
17. Candidate must bring his/ her duly filled in application form in the prescribed format with a recent passport size colour photograph along with a detailed bio-data / CV and all relevant documents; duly self- attested; in proof of his/ her educational qualifications [all certificates and marksheets from 10th standard onwards], working experience, age caste and photo id [Aadhar card/ Indian passport/ PAN card] etc.
18. UNICEF/AIIMS Gorakhpur reserves the right to cancel / modify the process at any time, at its discretion.
19. The decision of the competent authority will be final and binding.
20. Canvassing in any form will lead to disqualification.
21. Corrigendum/ addendum/ further information; if any; in this respect of this advertisement will be published on our website only. **Thus, candidates are requested to regularly visit the institute website.**
22. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.

General Instructions for Filling Application Form.

1. Please read the following instructions carefully before filling up of offline application form for above mention posts.
2. Candidates are advised to fill up the form in the format provided.
3. Please note that all the columns of the application have to be compulsorily filled up. In case of nil information for a particular column, 'N/A' is to be written. The form is to be filled up by the candidate himself / herself in Block Capitals with blue/black ball point pen. The



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form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted. Column wise instructions are as under: -

- a) Name: Full name as written in Matriculation Certificate is to be written.
- b) Mother's Name: Mother's name as written in Matriculation Certificate is to be written.
- c) Father's Name: Father's name as written in Matriculation Certificate is to be written.
- d) Gender: Male / Female
- e) Present Address with Pin Code: Complete present address of the candidate with PIN code is to be written.
- f) Mobile No: Self mobile No.
- g) e-mail: Self Email address
- h) Date of Birth: Date of Birth as per Matriculation Certificate is to be written in DD/MM/YYYY format.
- i) Category: The category of the participant must be mentioned.
- j) Declaration: The candidate should carefully read and understand the declaration before signing.
- k) Signature of Applicant – The candidate should sign and put his/ her thumb impression in the specified areas in the application form.
- l) Place & Date – Place and date to be filled up at the time of filling up of application form.

For any queries contact: mail to iycf.up@gmail.com

Place of written examination and Interview: Academic Block, AIIMS, Gorakhpur

Date of written examination and Interview: 15th April, 2024 (Monday)

Reporting Time:	8.30 AM - 9.00 AM
Documents verification Time:	9.00 AM – 10.00 AM
Written Examination Time:	10.00 AM – 11.00 AM
Interview Time:	11.30 AM – 12.30 PM



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Documents Required to be produced in Original at the time of interview

1. Filled application format
2. Photo Identity proof (Aadhar card/ Driving Licence/ Voter ID card/ PAN card/Passport) *
3. Address proof* (Aadhar card/ Driving Licence/ Voter ID card/ PAN Card/ Passport)
4. Proof of date of birth (10th Certificate/ Birth certificate) *
5. Recent passport size photographs (two)
6. Category certificate. (for OBC candidates the certificate of non-creamy layer must be issued with in last one year)
7. Relevant Marksheets and Certificates*
 - a. 10th Marksheet & Certificate
 - b. 12th Marksheet & Certificate
 - c. Qualifying degree/ Certificate
8. Experience certificate clearly showing date of joining and date of reliving. *

*Along with one set self-attested photocopy of the documents

Note:

- 1. No TA/ DA will be provided to the candidates**
- 2. Candidate found not suitable in the document verification will not be allowed to appear the personal interview**
- 3. No photocopy facility is available at the institute. Candidate has to bring the photocopy of the required documents.**
4. Corrigendum/ addendum/ further information; if any; in this respect of this advertisement will be published on our website only. Thus, candidates are requested to regularly visit the institute website.



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(Application for engagement of Project Human Resource Position, purely on temporary basis)

Recruitment of Project staff under Extramural research project

1. Name of the Project

Human Resource

Position applied for:

2. Name of Project

“Centre for Nutrition: A centre for technical support to Government of UP to prevent/manage malnutrition across life stages.”

Latest
Passport Size
Photograph

3. Name in Block Letter

:

[Surname] [First Name] [Middle Name]

4. Mothers Name

:

5. Fathers Name

:

6. Address for

Correspondence

:

Email _____

Contact No: _____

7. Permanent Address

:

8. Date of Birth (attach

supporting document):

____/____/____
[DD] [MM] [YYYY]

Age: _____

9. Category:



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10. Marital Status (encircle the appropriate): Married/ Unmarried/ Divorcee/ Widower/ Widow

11. Educational Qualification (Must be supported by relevant document, from 10th onwards)

Sl. No	Examination	Grade	Year of Passing	Board/ University	Specialization

12. Work Experience (Must be supported by relevant document)

Name of Employer/ Organization	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification

13. Details of other examination/certificate passed if any

Examination/Certificate Passed	Date of Passing	Valid till



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14. Proficiency level in MS Office and other similar software: _____

(Proficient / Advanced/ Moderate/ Low/ Not aware)

15. If selected, what period would you require to join _____

Declaration:

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will lead to disqualification and is likely to render the candidate unfit.

Date:

Signature of the candidate

Place:

Name of the candidate: