



**All India Institute of Medical Sciences, Bhubaneswar**  
**(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)**  
**Sijua, Post: Dumuduma, Bhubaneswar-751019**

AIIMS/BBSR/CM&FM/NMHS-2/Advt./

Date: 02.08.2024

**Advertisement for staff recruitment**

Fresh Applications are invited in the prescribed format attached herewith for the following purely temporary contractual basis for the post of “**NMHS Survey Coordinator**” sanctioned under EMF project entitled “**National Mental Health Survey-2**” under Dr. Sonu Hangma Subba, Prof. & Head, Department of Community Medicine and Family Medicine & Dr. Biswa Ranjan Mishra, Prof. & Head, Department of Psychiatry, AIIMS Bhubaneswar. The Tentative date for Skill Test/Walk-In-Interview is **28<sup>th</sup> August, 2024**, however, applications in the standard format should reach at **nmhs2.aiimsbbsr@gmail.com** up to 05.00 PM on or before **17<sup>th</sup> August, 2024**. The essential qualifications, experience, consolidated salary and service tenure are as under:

SI. No.	Name of Post	No of post	Essential Qualification	Desirable Qualifications	Emoluments	Tenure	Maximum Age Limit
1.	NMHS Survey Co-Ordinator	01	Master of Public Health / Psychology / Social work / Sociology/ rural development or related areas/ fluency to communicate in local language	<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>	Consolidated Rs.55,000/- per month; excluding local travel which will be borne separately.	Initial appointment will be for 2 months and extended further depending upon the performance of the candidate.	40 / 45 years

## **PROCEDURE FOR RECRUITMENT**

1. Candidates meeting the age criteria and possessing the required qualification, experience, etc. and willing to work for the above-mentioned projects may apply and fill the Application Form in the prescribed format only and send it to the email on or before the last date and time of receipt of applications as mentioned above. There is no need to send hard-copy of any application form/documents at this stage.
2. Candidate should type “Application for the post of: NMHS survey coordinator in the subject line while sending their application through e-mail.
3. Shortlisted candidates against the said post will be displayed on the website of AIIMS Bhubaneswar on **20.08.2024 by 5.00** pm and these candidates will be called for Skill Test/interview/personal discussion as through Walk-In-Interview.
4. Late and incomplete applications or applications not submitted in the prescribed format will not be considered.
5. The above position will be filled purely on temporary CONTRACT appointment basis.
6. The rates of emoluments/stipend shown in this advertisement are as per the guidelines and as per the sanction.
7. Age relaxation is admissible in respect of SC/ST/OBC/PWD candidates as per government rules.
8. Cut-off date for age limit will be the date of Walk-In-Interview i.e. date of interview.
9. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
10. Mere fulfilling the essential/educational qualification does not guarantee the selection.
11. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.
12. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
13. Contract appointee shall not have any claim on a regular post in this institute or Funding Agency or in any Department of Government of India and their contract service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are not admissible. An undertaking to that effect must be submitted at the time of joining.
14. Initial contract appointment will normally be for a period as specified further continuation/extension of the service will depend on requirement of the Project, performance evaluation and approval of the competent authority in case to case basis.
15. **When coming for the interview, the candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e. Aadhaar/PAN /Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents (7) SC/ST/OBC/Disability Certificate, if applicable, for verification at the time of joining the post.**

16. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
17. The engagement can be terminated at any time by giving one-month notice on either side. Contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.
18. Leave shall be applicable as per Funding Agency/Institutional policy for contract staff of AIIMS, BBSR guidelines in this regard.
19. AIIMS, BBSR reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
20. The institute reserves rights to consider or reject any application/candidature. The decision of the Director, AIIMS, BBSR will be final and binding.
21. Canvassing in any form will be a disqualification.
22. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only.

APPLICATION FORM

Advt. No. AIIMS/BBSR/

Date of Walk-In-Interview/VC: DD/MM/YYYY  
Application for the Post of :

1. Name of the Applicant : \_\_\_\_\_
2. Sex : Male/Female
3. Category : PWD/SC/ ST/OBC/GEN
4. Marital Status : Married/Unmarried
5. Father's /Spouse Name : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_

7. Age as on DD/MM/YYYY :

Days	Months	Years

8. Address for Communication : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_ PIN \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Email: \_\_\_\_\_

9. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_  
\_\_\_\_\_ Telephone No. \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

10. Nationality : \_\_\_\_\_

11. Educational Qualification: (Enclose self-attested photocopies of degree/diploma certificates & mark sheets)

<b>Examination</b>	<b>Subjects</b>	<b>Board/ Council/University</b>	<b>Month &amp; Year of Passing</b>
X <sup>th</sup> (HSC)			
XII <sup>th</sup> (HSSC)			
Diploma			
Degree			
Post-Graduation			
Others			

12. Current Activities:

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**15. Any other information you wish to add:**

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**DECLARATION**

I, declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.”

Place: .....

Date: .....

(Signature of the applicant)

**Full Name:**