



AIIMS/PED/SCoE/2023/ 817

Date: 22 December 2023

ADVERTISEMENT FOR WALK IN INTERVIEW FOR POST OF VARIOUS POST ON CONTRACTUAL BASIS IN STATE CENTRE OF EXCELLENCE FOR NUTRITION INTERVENTION (SCoE4N), AIIMS, RAIPUR, CHHATTISGARH-492099

State Centre of Excellence for Nutrition Interventions (SCoE4N) is established at AIIMS Raipur with the objective to assist State 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.

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 | District Nutrition Coordinators | 2 | UR | 40,000/- | I |
| P2 | Statistician/Data Manager | 1 | UR | 35,000/- | II |
| P3 | Medical record / Admin and finance Assistant | 1 | UR | 40,000/- | III |
| P4 | Lactation Counsellor /Consultant | 1 | UR | 35,000/- | IV |
| P5 | Nutritional Counsellor/Feeding Demonstrator | 1 | UR | 15,215/- | V |
| P6 | Cook cum care taker | 2 | UR | 10,067/- | VI |
| P7 | Attendant/Cleaners | 1 | UR | 9,240/- | VII |

- * **Note:** All the posts mentioned above are Under UNICEF & NHM grant as per MOU.
- * In case of large 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:

- Candidates have to download and print the **application form (attached in annexure VIII)** below the advertisement and after filling the form attach self-attested Xerox copy of the certificates. Duly filled application form along with certified copies of relevant documents should be scanned properly and sent via email to scoesamaiimsrpr@gmail.com on or before **06/01/2024 5 P.M.** Submission of forms after mentioned date and time will not be accepted and treated as **invalid and rejected automatically.**

परियोजना निदेशक
Project Director
केन्द्र-असि का
State Centre of Excellence for Nutrition Interventions
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़



आचार्यस्य सुखं शिष्याणां

- **No other means of form submission will be accepted other than email.**
- Email subject should be labeled as **“Application for the contractual post of “Name of the post” with name of the candidate.”**
- The candidate needs to send the application 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.
- Application and documents received from all interested candidates will be scrutinized by the selection committee on basis of their education qualification and experience.
- **After receiving the documents through email, short listing of the candidates will be performed by selection committee on the basis of eligibility and only eligible candidates will be called for interview on scheduled date and time.**
- **Scheduled interview date and time will be uploaded later on AIIMS website along with list of eligible candidates.**
- Shortlisting of candidates and final selection will be purely on a merit basis which will be finalized by the selection committee and their decision will be final.
- **It is the sole responsibility of the candidate to track the AIIMS Raipur website for final eligibility list and final result.**
- Two recent self- signed passport sized color photographs are to be attached with stapled/pinned on first page of the Performa format.
- Candidate should bring one set of self-attested photocopies of all relevant certificates & documents along with duly filled application form (as per the prescribed performa) and all original certificates of educational qualifications, experience certificates, identity proof and other documents, if any, along with two photographs at the time of interview.
- 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
- 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
- No TA/DA will be paid for attending the interview.
- Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant.
- Candidate has to join within 15 days of declaration of result. The extension of joining will be considered as case-to-case basis looking at the requirement at SCoE4N.
- The candidate will be informed through mail. Although, it will be the responsibility of applicants to keep abreast of the developments by visiting the institute's website www.aiimsraipur.edu.in.
- The decision of the competent authority regarding the selection of candidates will be final and no representations in this regard will be entertained.
- For any queries contact or write to scoesamaiimsrpr@gmail.com with the subject line **“Recruitment of staff for SCoE4N”**.

1. 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.

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अति गंभीर अपेक्षाएं
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संवेदन, ध्यान एवं विश्लेषण
Head Department



- 1.2 The selection will not be an employment on AIIMS Raipur & NHM (National Health Mission) 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, NHM based on this job.
- 1.3 Employment of selected candidates will automatically terminate upon completion of contract.
- 1.4 Selected candidates have to complete their probation period of 3 months 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 contract can however be extended depending on the candidate's satisfactory performance and budget grant from the funding agency and continuing requirements for the position.
- 1.6 The candidate who is already in Government service shall submit 'No Objection Certificate' from the present employer at the time of interview.
- 1.7 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.
- 1.8 **Tenure:** The assignments are purely on contract basis for the period starting from or early based on selection process from 01 January 2024 to 31 December 2024 . **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.**
- 1.9 **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.
- 1.10 **Accommodation:** No hostel or any other accommodation will be provided by the Institute for attending the interview at any stage of recruitment.
- 1.11 **Leave rule:** Candidate will be entitled for 15 leave (inclusive of all leaves- medical, casual & others during the 1 year contract period) for 1 year starting from 01 January 2024 to 31 December 2024 on pro-rata basis. Leave encashment and carryover of leave for tenure will be not admissible.
- 1.12 Canvassing of any kind will lead to disqualification.
- 1.13 Private practice of any type is prohibited.
- 1.14 Candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
- 1.15 The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- 1.16 The candidate should not have been convicted by any Court of Law.
- 1.17 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.
- 1.18 All disputes, controversies or claim shall be subject to the exclusive jurisdiction of court of Raipur, Chhattisgarh

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

परियोजना निदेशक
Project Director
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All India Institute of Medical Sciences Raipur (CG)



आरोग्यं युक्तं समाद्यते

Annexure I Sr. No. 1.- District Nutrition Coordinators

Name of the position : District Nutrition Coordinator

Purpose :

Major duties and responsibilities

- Work closely with DPO-ICDS and CMHO for better coordination and implementation of SAM management/CMAM and AMB programme as per protocol at facility and the community level.
- Build rapport with different government departments within the district and strengthen district convergence committee for better coordination
- Coordinate, facilitate to strengthen data reporting system at the district level and conduct desk review of the data.
- Coordinating with DPO-ICDS for conducting training related to GMP, CMAM, POSHAN Abhiyaan and other nutrition programmes
- Coordinate with NRC for improving BoR, Cure rate and monitoring feeding/medicine protocols along with referral of SAM children at the district level
- Analyse existing data with regard to few critical behaviors related to growth monitoring, CMAM, referral of children with SAM and IFA supply at the district level
- Sharing quarterly analytical progress reports and recommendations based on the evidence with government departments, UNICEF and WV India at the districts
- Share recommendations for strengthening of essential nutrition interventions
- Collate learnings, good practices from different blocks and share at the district level
- Support districts for development of district convergence action plan for nutrition
- Periodic field visits for supportive supervision (AWW, VHSND, growth monitoring, CMAM sessions, NRC, sub centre, block/district drug store) and facilitate district action based on field observation
- Technical assistance to districts/blocks
- Facilitate and provide technical assistance in the capacity building of AWWs, Supervisors, CDPOs, and other field functionaries for smooth implementation of Poshan Abhiyaan, CMAM Programme, AMB mission etc.
- Any other responsibilities/tasks provided by ICDS, SCOE4N-AIIMS Raipur and reporting and completion of any work assigned by Project Director and Project Coordinator

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| No. of positions | 2 (At District level) |
| Essential qualification | 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. Master's in social work or any similar courses/discipline |
| Experience, Skills and Competences | <ul style="list-style-type: none"> • With 3 -5 years of experience in the field of health and nutrition. Preference can be given to those who has experience on management of children with SAM or any government programs • Experience of CMAM programme implementation at least for a year is must • Should have good communication and skills • Ability to monitor and review data and share with stakeholders • Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations • Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services • Good interpersonal communication skills along with computer skill |

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Officer in Charge, All India Institute of Medical Sciences, Raipur



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| | <ul style="list-style-type: none">• Should have a personal laptop /computer and working knowledge of Microsoft Word, Excel and Power point presentation• Familiar with survey tools e.g., Kobotoolbox, google forms etc.• Physically able to move around the project area• Able to facilitate meeting with different stakeholders• Should have coordination and networking skills• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset. |
| Professional Fees | Rs. 40,000 /-per month |
| Estimated Travel | As per the requirement (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate) |
| Age limit | Maximum 40 years |
| Location | At district Head quarter All districts of Chhattisgarh except Narayanpur and Sukma |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |

Annexure II: Sr. No. P2- Statistician/Data Manager- 01, No. of Posts - 01 (UR)

Name of the position: Statistician / Data Manager

Purpose: Under the direct supervision of Principal Investigator- SCOE4N, State Nutrition Coordinator (MIS) will be placed with SCOE4N 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 SCOE4N 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 SCOE4N 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 CMAM, IYCF and AMB in collaboration with SCOE, UNICEF, DWCD and NHM.
- 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.

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- 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 SCOEN and UNICEF.

Eligibility criteria:

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| No. of position | 01 |
| Essential qualification | 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. |
| Experience | <ul style="list-style-type: none"> • At least 3 years of experience of handling data especially in nutrition projects and the Health and ICDS system is essential. • Experience of managing programs with nutrition /health programs and knowledge of HMIS, POSHAN Tracker is preferred. • Experience of working at State level in close coordination with Government Officials is desirable. • Previous experience of working with any academia or UN organization will be of added value. |
| Skills and competencies | <ul style="list-style-type: none"> • Demonstrated ability to work in a multi disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations. • Should be able to develop Applications/programmes for data management online. • Skills and knowledge in managing community based public health, livelihood, rural development and nutrition programs including capacity building is essential • 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. • Ability to work in harmony with the partners and maintaining poise in difficult situations. • Experience in data analysis and report writing is essential. • Excellent oral and writing skills both in Hindi and English is essential. knowledge of local language is an asset. • Willingness to travel to all districts of Chhattisgarh. |
| Professional Fees | Rs. 35,000 /- per month (Consolidated). |
| Age limit | Below 40 years (as on the last date of application). |
| Location | State Centre Of Excellence for Nutrition Interventions ,Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |
| Note | Eligibility criteria may be relaxed as and when required. |

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Annexure III: Sr. No. P3- Medical record cum Admin and finance Assistant – 01, No. of Posts - 01 (UR)

Name of the position: - - Medical record cum Admin and finance Assistant

Major duties and responsibilities

- Maintenance & Medical Record keeping of all data of children admitted under State Centre of excellence for SAM in digital and Hand written format at AIIMS, Raipur.
- Make details Record/data entry of children admitted in Pediatrics department for purpose of SCoE4N Data keeping and entry of all NRC or Malnutrition related statistics from state of Chhattisgarh
- Record /Data maintenance of all research projects related to CoE SAM
- File keeping and data entry of meetings, administrative works , finances ,equipment's of Centre (CoE SAM)
- Keeping file records of all activities of centre and preparations of letters or minute of meeting etc
- Keeping track record of data related to CoE SAM and makes them available in simplified statistical processed format.
- Analysis of data in scientific statistical format required for research or public health purpose.
- All Administrative related work related to programme i.e preparation of Statement of expenditure, Official note sheet & documents, PPRF (Purchase Proposal Request form), etc.

Eligibility criteria:

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| No. of Position | 1 (UR) |
| Essential qualification | Master of Business Administration/B.tech in Computer Application/ Diploma/Degree in Medical record technician from recognized university /Institution |
| Age | 40 years |
| Experience | Prior experience in data analysis for public health research Work experience in community based research in outreach 1 year preferably./Experience in finance working with UN agencies preferably |
| Skills and Competencies | Tally, writing in English & Hindi |
| Professional Fees | Rs. 40,000 (consolidated) |
| Location | State Centre Of Excellence for Nutrition Interventions ,Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |
| Note | Eligibility criteria may be relaxed as and when required. Position may be discontinued as per requirement |

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Professor & Head, Department of Pediatrics



Annexure -IV: Sr. No. P4–Lactation Counsellor /Consultant, No. of Posts - 01 (UR)

Name of the position – Lactation Counsellor /Consultant

Purpose of the post: The Lactation consultant will be placed with IYCF resource center under State Center of Excellence for Nutrition to promote and support lactation activities and breastfeeding practices in state mainly in facility settings. The consultant will support to improve the breastfeeding practices by bringing global and national expertise related to IYCF on board and guide the consortium accordingly.

Major duties and responsibilities

- In convergence with health department, strengthens health facility-level interventions to promote early initiation of breastfeeding across the state.
- Support State and District level trainings on lactation
- Support to develop cadre of lactation counsellors
- Visit ward of SCOE and guide parents about standard feeding practices
- Identifying cases of lactation failures in facility setting and support for management
- Support the cadre for identifying eligible candidates for IBCLB trainings
- In coordination with IYCF coordinator and NHM, identify the load of training of lactation management and develop the training calendar
- Support the implementation of Standard operating procedure (SOP) for Breastfeeding Corners, IYCF Counseling Centers, labor rooms and other health facilities supporting IYCF practices
- Facilitate conduction of IYCF trainings for health facility staff (functional delivery points) and field functionaries in coordination with SIHFW (through NHM funds)
- Develop monitoring mechanism for lactation management in high case load facilities
- Support health facilities for BFHI Accreditation
- Reporting and completion of any work assigned by Project Director and Project Coordinator.

Eligibility criteria:

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| No. of Position | 01 UR |
| Essential qualification | Applicants must have master's degree from a recognized university in one of the disciplines: Nutrition, Public Health; Health Sciences; Nursing, Research, Policy and/or Management or other Management Education or another health-related science field. |
| Experience | <ul style="list-style-type: none"> • Minimum 3 years of experience in the field of health and nutrition. Preferably at least 3 years of progressive experience of working with government health and nutrition programs at multiple levels of which at least 2 years at facility level. Preference can be given to those who has experience on IYCF related projects and programme or any government programs. • Experience of managing large team of support staff at State and District level for nutrition /health programs • Experience of working at State level in close coordination with Government Officials is desirable • Previous experience of working with any facility as lactation counsellor would be of added value. |
| Skills and competencies | <ul style="list-style-type: none"> • Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations • Ability to work in harmony with the partners and maintaining poise in difficult situations • Physically able to move around the project area and willingness to travel to all |



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| | <p>districts of Chhattisgarh</p> <ul style="list-style-type: none">• Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services• Good interpersonal communication skills along with computer skill• Should have expertise in Microsoft Word, Excel and Power point presentation• Able to facilitate meeting with different stakeholders• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset. |
| Professional Fees | Rs. 35,000/- per month (Consolidated). |
| Estimated Travel | 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) |
| Age limit | Below 45 years (as on the last date of application). |
| Location | State Centre of Excellence for Nutrition Interventions, Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |
| Note | Eligibility criteria may be relaxed as and when required. Position may be discontinued as per requirement |

Annexure –V: Sr. No.P 5– Nutritional Counsellor/Feeding Demonstrator

Name of the position : Nutritional Counsellor/Feeding Demonstrator

Purpose :

Major duties and responsibilities

- Assessing the feeding problem of each child & giving individual counseling to mothers. Charting out specific therapeutic diet plan for each child as per the Guidelines in consultation with the Pediatrician.
- Monitoring the preparation & distribution of feeds as per diet charts.
- Bringing all mothers & caregivers of the admitted children together & demonstrating the preparation of low cost nutritious energy dense culturally acceptable child foods.
- Counseling and demonstrating on various topics like nutrition & malnutrition, hygiene & sanitation, infant & young child feeding practices, immunization, family planning, etc.
- Counseling the mothers/caregivers on the emotional needs of her child & encouraging them to give sensory stimulation.
- Providing group counseling & demonstrating to mothers on structured play therapy for psychosocial stimulation. Engaging the children in play therapy for at least 30 minutes each day.
- Providing group counseling to mothers of all children admitted in the Department of Pediatrics, AIIMS Raipur (eg. Pediatric or general ward) and also to mothers of children present.
- Maintaining various records including registers, e-reports, sheets, etc.
- Filling up the discharge cards with the support of the staff Nurses & counseling mothers/relatives regarding follow-up schedule at the NRC & home visits by AWWs/ANMS/Mithamun

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Department of Pediatrics



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- Overseeing the cleanliness & ensuring hygiene practices at SMART unit.
- Maintaining a daily time table for activities assigned to various stakeholders.
- Liaisoning with staff and administrative stakeholders for effective running of the SMART unit.
- Liaisoning with Mithanin, ANM, AWWs, FDs of the NRCs in the catchment area.
- Following up of the children discharged from the SMART Unit by contacting mothers and frontline workers of ICDS (AWWs) and Health (ANM/ASHAS).
- Reporting and completion of any work assigned by Project Director and Project Coordinator

Eligibility criteria:

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| No. of Position | 1 (UR) |
| Essential qualification | *Graduate in food and Nutrition/home Science or equivalent from recognized institute/university *Female candidate is preferable. *Nursing course will be preferable (B.Sc Nursing, General Nursing Midwifery (GNM) , Auxiliary Nurse Midwifery (ANM). |
| Experience | *Certification Course on breastfeeding and feeding demonstration will be preferred.(consider for short listing in interview) *Working experience in NRC or any nutrition rehabilitation facility in medical centre for more than 1 year (consider for short listing in interview) |
| Professional Fees | Rs. 15,215/-per month |
| Estimated Travel | As per the requirement |
| Age limit | 35 years |
| Location | State Centre Of Excellence for Nutrition Interventions ,Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |
| Note | Eligibility criteria may be relaxed as and when required. |

Annexure –VI: Sr. No.P6– Cook cum care taker

Name of the position :Cook cum care taker

Purpose :

Major duties and responsibilities

- Preparing therapeutic diet (F-75,F-100 and Food-based Diet) for children as prescribed by the Pediatrician under the supervision of the Nutrition Counselor.
- Involving mothers & care givers of admitted children in the preparation of such therapeutic food.
- Preparing appropriate food for the mothers/caregivers as per approved weekly menu.
- Purchasing daily requirements such as groceries, milk, etc. locally under the supervision of the Nutrition Counselor.

• Cleaning the utensils, kitchen & the equipment used in the kitchen for the preparation of food.

• Reporting and completion of any work assigned by Project Director and Project Coordinator.

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परियोजना निदेशक,
Project Director

राज्य उत्कृष्टता केन्द्र-अति उत्तीर्ण
State Center of Excellence
प्रमुख एवं प्रमुख, बाल एवं शिशु विभाग
Professor & head, Department of Pediatrics
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (CG)
All India Institute of Medical Sciences, Raipur (CG)



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|--------------------------------|--|
| Essential qualification | *12 th class pass from recognized board |
| Desirable | Certificate Course in Dietetics.(1 Year Minimum) will be preferred for short listing in interview |
| Experience | *Working experience in medical facility as a cook for at least 1 year will be preferred for short listing in interview. |
| Professional Fees | Rs 10,067/- per month |
| Age limit | 30 years |
| Location | State Centre Of Excellence for Nutrition Interventions ,Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |
| Note | Eligibility criteria may be relaxed as and when required. |

Annexure –VII: Sr. No.P7– Attendant /Cleaner

Name of the position : Attendant / Cleaner

Major duties and responsibilities

- Helps patients by supporting personal hygiene and daily living needs and providing comfort and transportation.
- Provides patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; and helping with showers and baths.
- Provides for activities of daily living by assisting with serving meals, feeding patients as necessary; ambulating, turning, and positioning patients; and providing fresh water and nourishment between meals.
- Provides patient comfort by utilizing resources and materials, transporting patients, answering patients' call lights and requests, and reporting observations of the patient to nursing supervisor.
- Documents actions by completing forms, reports, logs, and records.
- Assisting nurses and other staff when needed
- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks, make adjustments and minor repairs, Stock and maintain supply rooms
- Cooperate with the rest of the staff & follow all health and safety regulations.
- Reporting and completion of any work assigned by Project Director and Project Coordinator

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| Essential qualification | * At least Matriculation pass from recognized board. |
| Desirable Experience | * Working experience in hospital as a attendant /cleaner preferably in government more than 1 year will be preferred and considered for short listing in interview |

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Project Director
रायपुर, छत्तीसगढ़
Raipur, Chhattisgarh
अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
अध्यक्ष एवं प्रमुख
Professor & Head, Department
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All India Institute of Medical Sciences, Raipur (CG)



आरोग्यं पुत्रं सम्पन्नम्

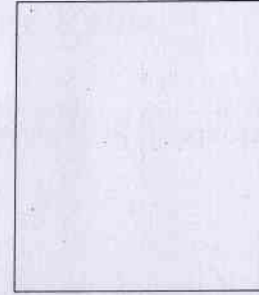
बाल एवं शिशु रोग विभाग
Department of Pediatrics

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (CG)

| | |
|--------------------------|--|
| Professional Fees | Rs 9,240/- per month |
| Age limit | 35 years |
| Location | State Centre Of Excellence for Nutrition Interventions ,Dept of pediatrics, AIIMS Raipur and School of Public Health-AIIMS Raipur, Chhattisgarh |
| Duration | The project duration is from 01 January 2024 to 31 December 2024. The successful candidate shall be issued an initial contract till 31 st December 2024 (Above mention term & Condition 1.4 will apply), which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results) |
| Note | Eligibility criteria may be relaxed as and when required. |

परियोजना निदेशक
Project Director

राज्य उत्कृष्टता केन्द्र-अति गंभीर सुपोषण विभाग
State Center of Excellence Severe Acute Malnutrition
अध्यक्ष एवं प्रमुख, बाल एवं शिशु रोग विभाग
Professor & Head, Department of Pediatrics
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (CG)
All India Institute of Medical Sciences, Raipur (CG)



ANNEXURE VIII : APPLICATION FORMAT

Name of the Position applying:

.....

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) | |
| | |



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) | | | | |



आरोग्यं च सुखं सम्पदा

बाल एवं शिशु रोग विभाग
Department of Pediatrics

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- 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