



## **All India Institute of Medical Sciences Bhopal Regional Center of Excellence for Nutrition Rehabilitation Resource and Training (RCoENRRT)**

Advt. No. 01 AIIMS/BPL/CFM/CSAM/Recruitment

Date: 29.06.2019

Regional Center of Excellence for Nutrition Rehabilitation Resource and Training has been established at AIIMS Bhopal to provide technical support to the efforts of State Government. Department of Pediatrics and Community and Family Medicine (CFM) are supporting National Health Mission (NHM) and DWCD respectively. The Center of Excellence has a key role in capacity building, knowledge management, technical and operational support to program implementation, monitoring and feedback to state government.

Applications of eligible candidates are invited to for the following posts on purely contractual basis for the CSAM & AMB Project under RCoENRRT.

### **Purpose of the posts:**

Under the technical guidance of Dept of Community and Family Medicine (AIIMS Bhopal) and in collaboration with DWCD and NHM, provide technical and operational support to plan, implement and monitor Community based management of Sever Acute Malnutrition (CSAM) and *Anemia Mukh Bharat* programme (AMB).

Technical oversight and funding for the position shall be provided by a respected, International Development Agency that works across the globe, to promote children's survival, protection and development

### **Sr. No. 1: Programme coordinator**

**No. of Posts - 01 (UR)**

#### **Major duties and responsibilities:**

- Coordination between CFM departments and dept of Pediatrics, as Center of excellence for the state of Madhya Pradesh.
- Facilitate inter-departmental coordination and convergence between DWCD, NHM, Education dept and other line departments and AIIMS Bhopal including other development partners to improve implementation of Integrated Management of SAM and AMB in the districts.
- Facilitate data analysis and biannual review meetings at state level with key departments and CoE, AIIMS Bhopal, to review the program indicators for CSAM and AMB with a focus on sharing bottlenecks identified in supply chain, record keeping, reporting and data validation and communication plan implementation.
- Coordinate monthly review meetings at dept of CFM to discuss the findings, gap assessments, data issues and scope for improvement.
- Provide support in documentation / developing progress reports and sharing of best practices/success stories in CSAM and AMB program at community and develop resource materials, as required from time to time.

- Compile and share all field visit trip reports with the Nodal Person for CSAM/AMB and government counterparts.
- Maintaining and sharing records of trainings held, participant's details, meeting minutes, financial records and other administrative support to the department for CSAM and AMB programs.
- Facilitate coordination with finance department/research cell/Director's cell of AIIMS for smooth and timely functioning.
- Facilitate travel and other arrangements for field visits to the intervention districts and keep records.

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

<b>Essential qualification</b>	Applicants must have post graduate degree in Public Health/ Public Health Nutrition/Community Medicine/ Health Administration/ Social Work
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of professional work experience in the field of public health, public health nutrition especially micronutrient supplementation, child nutrition, emergency nutrition, management of children with SAM, etc.</li> <li>• Prior experience of working with the Government shall be an asset;</li> <li>• Knowledge/ familiarity with Govt systems and national flagship programmes such as NHM, ICDS and others</li> <li>• Experience may be relaxed for candidate with MD in Community Medicine / Preventive and Social Medicine by competent authority.</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 working relationships with governmental, non- governmental and civil society organizations;</li> <li>• Knowledge of local language (Hindi) is essential; Fluency in English is desirable</li> <li>• Good analytical, negotiation and communication (oral and written) skills;</li> <li>• Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes.</li> </ul>
<b>Professional Fees</b>	Rs 80,000 per month (Consolidated)
<b>Estimated travel</b>	5-10 days of field travel in a month and/or as required
<b>Location</b>	Centre of Excellence for Nutrition Rehabilitation, Resource and Training, Dept. of Community and Family Medicine, AIIMS Bhopal

<b>Age limit</b>	Below 40 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Duration</b>	The project duration is from July 1, 2019 to December 31, 2019. The successful candidate shall be issued an initial contract till December 31, 2019, which may be extended based on performance, funds availability from the funding agency and continuing requirement for the position.

**Sr. No. 2: Field Monitors (CSAM)**

**No. of Posts - 02- UR  
(Based at Bhopal and Hoshangabad)**

**Major duties and responsibilities:**

- Facilitate planning and capacity development for CSAM in the assigned districts in collaboration with Dept of CFM and DWCD.
- Monitor CSAM training programs for supervisory cadre and frontline functionaries (AWW, ASHA, ANM) for implementation of Community based Management of Severe Acute Malnutrition.
- Facilitate implementation of community-based management of children with SAM with specific focus on streamlining monthly screening of children, appropriate referral to facilities including tracking of children, IEC / communication activities and monitoring of the services by the Govt system in the assigned districts.
- Support for streamlining supply chain, training and monitoring of THR for SAM children.
- Support district to establish linkages between Facility based (NRC's, SMTU's and SMART unit) and Community based management of SAM children.
- Facilitate review cum convergent meetings: Facilitate inter-departmental coordination and convergence between DWCD and NHM and AIIMS Bhopal including other development partners to improve implementation of Integrated Management of SAM in the districts (especially under the leadership of district collector).
- Ensure data management for CSAM – Regular data entry, dashboard and analysis to take mid-course corrections to improve CSAM program.
- Monitoring roll out of CSAM program to ensure quality implementation according to the protocols and support logistics management, if needed. Share field visit trip reports with the Nodal Person for CSAM and government counterparts.
- Facilitate monthly review meetings to share the findings, gap assessments, data issues and scope for improvement.
- Provide support in documentation of best practices in CSAM program at community and develop resource materials, as required from time to time.

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

<b>Essential qualification</b>	Applicants must have post graduate degree in Public Health/ Public Health Nutrition/Community Medicine/ Health Administration/ Social Work
--------------------------------	--

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of professional work experience in the field of public health, public health nutrition especially micronutrient supplementation, child nutrition, emergency nutrition, management of children with SAM, etc.</li> <li>• Prior experience of working with the Government shall be an asset;</li> <li>• Knowledge/ familiarity with Govt systems and national flagship programmes such as NHM, ICDS and others.</li> <li>• Experience may be relaxed for candidate with MD in Community Medicine / Preventive and Social Medicine by competent authority.</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 working relationships with governmental, non- governmental and civil society organizations;</li> <li>• Knowledge of local language (Hindi) is essential; Fluency in English is desirable</li> <li>• Good analytical, negotiation and communication (oral and written) skills;</li> <li>• Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes.</li> </ul>
<b>Professional Fees</b>	Rs 80,000 per month (Consolidated)
<b>Estimated travel</b>	10 -15 days of field travel in a month and/or as required
<b>Age limit</b>	Below 40 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Location</b>	Centre of Excellence for Nutrition Rehabilitation, Resource and Training, Dept. of Community and Family Medicine, AIIMS Bhopal
<b>Duration</b>	The project duration is from July 1, 2019 to December 31, 2019. The successful candidate shall be issued an initial contract till December 31, 2019, which may be extended based on performance, funds availability from the funding agency and continuing requirement for the position.

## **Sr. No. 2: Field Monitors (AMB)**

**No. of Posts - 03 – All UR  
(based at Jabalpur, Indore and Gwalior)**

### **Major duties and responsibilities:**

- Support state government in planning and monitoring of capacity building of frontline functionaries.
- Develop monitoring tool for AMB (WIFS/INIPI), which could be used during field visits.
- Field visits (AWC/Schools/health facilities) to monitor roll out of AMB program, identify gaps / bottlenecks, including supply chain, in implementation and reporting.

- Facilitate review cum convergent meetings: Facilitate biannual inter-departmental coordination and convergence between DWCD, NHM, Education and other line departments and AIIMS Bhopal including other development partners to improve implementation AMB by sharing bottlenecks identified in supply chain, record keeping, reporting and data validation and communication plan implementation.
- Facilitate data analysis using AMB dashboard and share analytical reports to take mid-course corrections to improve AMB program implementation.
- Facilitate monthly/bimonthly/biannual of district/divisional review meetings to share the progress, gap assessments, data issues, enhancing convergence and coordination and scope for improvement.
- Support the districts in phase wise manner for development of monitoring plan and its execution.
- Identify and document best practices/ success stories in AMB program implementation at community.
- Any other work assigned by the Supervisor within the framework of *Anemia Mukta Bharat*.

The essential qualification, experience, consolidated salary and service tenure are as under.

**Qualifications/ specialized knowledge/ experience required:**

<b>Essential qualification</b>	Applicants must have post graduate degree in Public Health/ Public Health Nutrition/Community Medicine/ Health Administration/ Social Work
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of professional work experience in the field of public health public health nutrition especially micronutrient supplementation, adolescent and maternal nutrition, emergency nutrition, management of children with SAM, etc.</li> <li>• Prior experience of working with the Government shall be an asset;</li> <li>• Knowledge/ familiarity with Govt systems and national flagship programmes such as NHM, ICDS and others</li> <li>• Experience may be relaxed for candidate with MD in Community Medicine / Preventive and Social Medicine by competent authority.</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 working relationships with governmental, non- governmental and civil society organizations;</li> <li>• Knowledge of local language (Hindi) is essential; Fluency in English is desirable</li> <li>• Good analytical, negotiation and communication (oral and written) skills;</li> <li>• Ability to use computer software i.e. MS Office, MS Excel, PowerPoint and Internet programmes.</li> </ul>
<b>Professional Fees</b>	Rs 80,000 per month (Consolidated)
<b>Estimated travel</b>	10 - 15 days of field travel in a month and/or as required

<b>Age limit</b>	Below 40 years (as on the last date of application). Age relaxation may be given to deserving candidates by Competent Selection Committee
<b>Location</b>	Based at Jabalpur, Indore and Gwalior
<b>Duration</b>	The project duration is from July 1, 2019 to December 31, 2019. The successful candidate shall be issued an initial contract till December 31, 2019, which may be extended based on performance, funds availability from the funding agency and continuing requirement for the position.

1. Selection Venue: Department of Community and Family Medicine, 2nd Floor, Medical College Building, AIIMS Bhopal

No TA/DA will be paid for attending the walk-in-written / skill test.

2. Age Concession: Age will be calculated in completed years on the date of interview. Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.
3. **Last date of online application:** Applicant should apply by following link <https://forms.gle/K3424ARPxkVpXuj16> along with necessary documents before Monday 15<sup>th</sup> July 2019, 5 PM. List of eligible candidate for the interview will be displayed on the AIIMS website.
4. Date and Time of interview: **Saturday 20<sup>th</sup> July 2019, 10 AM onwards**, interview includes overall assessment on General Science, General Analytical ability and knowledge of concerned area. The Candidates shall **report at 9.30 AM** to the Principal Investigator at selection venue. **Candidate attending interview only should carry hardcopy of application provided, along with all below mentioned documents.**
5. If the candidates turn out to be more than the cut off ratio, written test will be conducted followed by interview.
6. The candidates shall report for appearing in the walk- in interview with following
  - a) Duly filled application form
  - b) Self-attested photocopies of proof of date of birth (class 10th certificate/ school leaving certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials.
7. The advertisement is hosted at the website of AIIMS Bhopal [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**Application Fees: Nil**

#### **TERMS & CONDITIONS**

**1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate 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.**

2. These appointments will be made from the staff strength sanctioned to project and employment in this project will not vest any right to candidate for appointment within the sanctioned staff strength of AIIMS Bhopal, DWCD or NHM.
3. **Tenure:** The assignments are **purely on contract basis** for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Bhopal DWCD or NHM or for continued contractual appointment.
4. **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.
5. **Leave:** The leave entitlement of the appointee shall be governed in terms of the AIIMS Bhopal leave policy governing extramural / short term research projects as amended from time to time.
6. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
7. The candidate who is already in government service shall submit '**No Objection Certificate**' from the present employer at the time of walk-in-written test.
8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
9. The candidate should bring along original certificates in support of his/her age, educational/ professional qualification, experience etc., two recent passport size colour photographs and a one set of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the interview or written test.
10. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.
11. Canvassing of any kind will lead to disqualification.
12. Private practice of any type is prohibited.
13. He / She can be posted at any place as per the requirement of the project including rural areas / field sites.
14. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
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.
16. The candidate should not have been convicted by any Court of Law.
17. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully 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.

18. Applications incomplete in any aspect will be summarily rejected.

19. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

20. All information / updates pertaining to this advertisement including date of interview or written examination, result, joining etc will be displayed on the AIIMS Bhopal website which is [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

21. No individual intimation may be sent by the AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.

22. All disputes will be subject to jurisdictions of Court of Law at Bhopal.

**Prof. (Dr) Arun M Kokane**  
**Principal Investigator**  
**RCoENRRT-CSAM**  
**Professor & Head**  
**Department of Community and Family Medicine**  
**All India Institute of Medical Sciences (AIIMS)**  
**Saket Nagar, Bhopal-462020 (MP).**  
**Email: [csamcfm.aiimsbhopal@gmail.com](mailto:csamcfm.aiimsbhopal@gmail.com)**  
**Reference No. BHO/Front Office/2019/122 dated 29.05.2019**