



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Saket Nagar, Bhopal-462020 (India)

Website: www.aiimsbhopal.edu.in

Recruitment advertisement for the post of Field Investigators for “Descriptive Epidemiology of Un-intentional Childhood Injuries in India: An ICMR Task force multisite study”

No. AIIMS/BPL/PEDIA/2018/.....

Date: 22nd Oct 2018

Applications are invited for a position to fill 4 posts of Field Investigators/Medical social worker for a period of 11 months, for the above mentioned project. The eligible candidates who fulfill the below mentioned criteria, may apply with a covering letter alongwith the resume, age and qualification proof and copy of the testimonials from any two responsible persons addressed to the

Principal Investigator, Childhood Injuries Project (Bhopal Site) through email to injuries.bhopal@gmail.com on or before 31st October 2018 before 12 Midnight.

Write the Post Name in Subject column of email for which you are applying. Hard copy/ paper applications will not be entertained.

- Applications incomplete in any aspect will be summarily rejected.
- 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
- Any attempt to unduly influence the selection process will lead to automatic disqualification of the applicant

Terms of Reference for the post of “Field Investigator/Medical Social Worker”

Job title: Field Investigator /Medical Social Worker
Place of Work: Huzur Taluk, Bhopal District and Department of Pediatrics and Community & Family Medicine, AIIMS Bhopal.

1. Essential qualifications

1. Age range 25 – 35 years
2. Good communication skills in written/spoken Hindi and English
3. Must be a graduate in Medical Social Work /relevant subjects from a recognized institution or Master’s degree in Social work/Sociology from a recognized University with 3 years’ of experience in the collection of data.
4. Basic proficiency in MS Office (Word, Excel, Power point) and electronic communication.

2. Desirable qualifications

1. Experience of having participated in surveys in the collection of data.
2. Additional Computer skills
3. Good interpersonal communication skills.

3. Job description

1. Employment duration: 11 months (on a contract basis) starting from 1st of December.
2. Work timings will be 9.00 am 5.00 pm, six days a week. Timings may extend based on the work load on some days.
3. Consolidated monthly salary Rs 31,000/- as per ICMR guidelines
4. Governed by rules & guidelines of AIIMS Bhopal and ICMR.
5. The shortlisted candidates will need to undergo a 5 day training prior to appointment (tentative dates of training- 26th November to 30th of November 2018). Successful and satisfactory completion of the training is mandatory for final selection.
6. Selected Candidates will have to join within one week of declaration of result
7. Waiting list will be maintained after the training, and will be valid for 11 months, so that in the event of a selected candidate leaving mid-way, the next waitlisted candidate who completed the training can be called.

Terms and Conditions:

1. Eligible candidates will be informed to appear for written test and / or personal interview on the date mentioned below with all the relevant documents.
2. Qualification and experience should be in relevant discipline/field and from a reputed institution / organization recognized by relevant authority.
3. Experience shall count from the date of completion of minimum educational qualification.
4. Submission of incorrect or false information during the process of written test and / or personal discussion shall disqualify the candidature at any stage.

5. 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 fulfill essential eligibility criteria.
6. Age limit and experience will be considered as on the date of written test and / or personal interview.
7. No TA/DA will be paid for attending the written test and / or personal interview.
8. Mere fulfilling the essential qualification / experience does not guarantee selection.
9. Candidates employed in Govt. Service /Semi Govt. Autonomous Bodies of State/Central Govt. should submit a "No Objection Certificate" from their employer at the time of written test and / personal interview.
10. The post is on a contract basis. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Bhopal or ICMR or for continued contractual appointment.
11. Expiry of Contract: The contract will automatically expire on completion of period specified. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
12. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
13. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
14. The candidate should not have been convicted by any Court of Law.

Responsibilities:

1. Data collection using electronic tabs will involve house to house survey, interacting with parents and children in both urban and rural communities.
2. Candidates are required to debrief and participate in meetings at Dept. of Pediatrics or Community and Family Medicine as required by Principal Investigator.
3. Attending project meetings or any workshops related to the project in AIIMS Bhopal or at relevant locations.
4. Attending to any other assignments as indicated by the Site Principal investigator/Co-Investigators.

Interview details

1. Applicants need to appear for a written test and/or a personal interview as per details:

Date and Time: Thursday 15/11/2018, 2pm

Reporting Time: 15/11/2018 12.30pm. Candidates reporting after 1.00 pm will not be entertained

Venue: Department of Pediatrics, 1st floor, Hospital Building, AIIMS Bhopal-462024.

2. Candidates are required to attend the interview with their Bio-data, relevant original documents and testimonials in original as well as set of photo-copies.

Note: NO TA/DA WILL BE PAID TO ATTEND THE INTERVIEW

Dr. Bhavna Dhingra
Principal Investigator