



All India Institute of Medical Sciences, Rishikesh- 249203

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश -249203

Department of Community & Family Medicine

NUHM/UPHC/RKSH/

Date –

Sample Document

Recruitment Advertisement for Extramural Project Title “Doorstep Primary Health Care Model”

“Doorstep Primary Health Care Model” a research project under joint collaboration of AIIMS Rishikesh and SEWA-THDC in Hilly areas of Tehri Garhwal. Manpower has to be recruited for this purpose on contractual basis, with following posts.

Last date of receiving applications –

Date of Interview –

Venue: - Department of Community & Family Medicine.

Completely filled application form with all necessary documents has to be mailed by E-mail- abc@gmail.com

S. No.	Name of the Post	Qualification	Pay/ month (Approx.)
1.	Medical Officer (02 post)	Essential: 1. MBBS (Recognized Medical College) registered with State Medical Council / MCI . Desirable: 1. 2 year experience of working at PHC / CHC / Wellness Centre / UPHC will be preferred.	Rs.60,000/-

Terms And Conditions:

- Method of recruitment may be Written exam / Interview or both
- The Selected candidate will have to join within 5 days of declaration of results.
- It is NOT a permanent employment with AIIMS Rishikesh.
- The posts are purely on **contract basis**; the contract will be for a period of one year or completion of project whichever is earlier.
- **NO** claim for any other regular post in AIIMS Rishikesh shall be entertained.
- Employee Performance Indicator will be applied.
- Candidate must bring completely filled application form.
- Incomplete applications or applications received after due date will not be considered.
- No TA/ DA will be paid for the interview.
- Experience should have been gained after acquiring minimum essential qualification.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Recruitment Committee
- No other allowance/ facilities other than consolidated salary shall be admissible.
- Decision of Recruitment Committee will be final.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If performance of the appointee is not found satisfactory by the Principal Investigator/Nodal Officer appointment can be terminated at any time without any prior notice/compensation.
- The appointee may be relieved from the current job position, by serving one-month prior notice, if the notice period is less than 1 month, amount equal to salary of 01 month will have to be deposited for relieving certificate.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.

Applicants must fill up all the columns of application form properly. Single/consolidated SCANNED PDF of the signed application along with its enclosures and complete in all respects should be mailed to the abc@gmail.com



All India Institute of Medical Sciences, Rishikesh- 249203

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश -249203

Department of Community & Family Medicine

NUHM/UPHC/RKSH/

Date –

Sample Document

**List of Marks obtained by candidate applied for the post of Medical Officer
for UPHC**

S. N	Name of Candidate	Interview Marks given by Dr.Ashwini Mahadule	Interview Marks given by Dr. _____	Interview Marks given by Dr. _____	Interview Marks given by Dr. _____	Total marks
		10	10	10	10	40
1.	Dr.	5	5	4	5	19
2.	Dr.	Absent	Absent	Absent	Absent	NA
3.	Dr.	Absent	Absent	Absent	Absent	NA
4.	Dr.	6	5	6	6	23
5.	Dr.	8	8	8	7	31
6.	Dr.	6	5	6	7	24
7.	Dr.	7	7	7	6	27
8.	Dr.	9	8	9	8	34

Dr. _____
Minority Representative

Dr. _____
OBC Representative

Dr. Ashwini Mahadule
Representative of Dean(Research)

Dr. _____
SC/ ST Representative

Dr. Santosh Kumar,
Nodal Officer- UPHC/ P.I
Community & Family Medicine

Dr. Ranjeeta Kumari
Additional Professor
Community & Family Medicine



All India Institute of Medical Sciences, Rishikesh- 249203

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश -249203

Department of Community & Family Medicine

NUHM/UPHC/RKSH/

Date –

Sample Document

List of Selected Candidate for the post of **Medical Officer**.

S.No	NAME	FATHER/ SPOUSE NAME
1.	Dr.	Mr.

List of Waiting Candidate for the post of **Medical Officer**.

S.No	NAME	FATHER/ SPOUSE NAME
1.	Dr.	Mr.
2.	Dr.	Mr.
3.	Dr.	Mr.

Dr. _____
Minority Representative

Dr. _____
OBC Representative

Dr. Ashwini Mahadule
Representative of Dean(Research)

Dr. _____
SC/ ST Representative

Dr. Santosh Kumar,
Nodal Officer- UPHC/ P.I
Community & Family Medicine

Dr. Ranjeeta Kumari
Additional Professor
Community & Family Medicine



All India Institute of Medical Sciences, Rishikesh- 249203

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश -249203

Department of Community & Family Medicine



NUHM/UPHC/RKSH/

Date –

Sample Document

To

Dr./Mr. Candidate Name

Subject: Offer of appointment for post of **Medical Officer** in **UPHC** under joint project of AIIMS Rishikesh and **National Health Mission, Government of Uttarakhand in urban area, Rishikesh.**

Dr./Mr. Candidate Name

You are offered contractual appointment for post of **Medical Officer in UPHC** under joint project of AIIMS Rishikesh and **National Health Mission, Government of Uttarakhand in urban Rishikesh** with following terms and conditions.

1. Appointment is purely on contractual basis for period of Six months. The work of the appointee will be reviewed after 3 months and future extension will be given on the basis of performance.
2. Your joining is subjected to medical fitness provided by AIIMS, Rishikesh.
3. Consolidated pay will be **Rs. 60,000/-** per month. Necessary reduction will be applied as per government rule.
4. Appointee shall perform duties assigned to him/her. Competent authority reserves right to assign any duty equitable to post of appointee as and when required. No extra/additional allowance will be admissible in case of such assignment.
5. Appointee will not be granted any claim or right for regular appointment to any post at AIIMS, Rishikesh or at **NHM Uttarakhand** on the basis of his/ her current tenure of contractual appointment in future. This is purely a contractual engagement for joint project of AIIMS Rishikesh & **NHM, Uttarakhand**. It is neither an appointment by AIIMS Rishikesh nor with **NHM, Uttarakhand**, but for a limit period in a project only.
6. Appointment shall not be entitled to any benefit like pension, medical treatment, seniority, promotion, allowance etc. or any other benefits available to regular employee of AIIMS, Rishikesh & **NHM, Uttarakhand**.
7. Appointee shall be whole time contractual employee and shall not be allowed to undertake other assignments, paid or otherwise and shall not engage himself/ herself in private business/Medical practice of any kind during period of contract.
8. Other conditions of service will be governed by relevant rules and orders issued from time to time by the nodal department of the government and administration of AIIMS, Rishikesh.
9. Appointee shall have to compulsorily reside locally after joining due to nature of work.
10. If appointee joins the post and leaves /resign before completion of tenure, he/ she have to give one month's prior notice or required to deposit one-month salary in lieu of this notice period or for period of which falls short of one month.
11. If performance of the appointee is not found satisfactory by the **Nodal Officer UPHC/ P.I.**, appointment can be terminated at any time without any prior notice/compensation.
12. Similarly, appointment may be ended anytime on one-month notice from appointing authority or payment in lieu of incomplete notice period. Moreover, in case of unsatisfactory work or continued absence, the appointment shall be terminated on immediate notice and no correspondence shall be entertained in this regard. If termination of service is made due to continued absence of the appointee or on disciplinary grounds or unsatisfactory work, then he / she will not be entitled for any salary in lieu of notice period.
13. Appointee is entitled to avail leave as per outsource employees of AIIMS Rishikesh
14. Offer of appointment is subject to re-verification of all original documents and submission of all pending papers, if any, which could not be submitted/ shown by candidates at time of interview. In case candidates fails to submit all requisite document in favour of his/ her eligibility for selected post at the time of joining, this offer of appointment will be treated as withdrawn/ cancelled.
15. Employee Performance Indicator will be applied as per **NHM guideline**.

16. If any declaration or information furnished by him/ her proves false or if he/ she is found to have wilfully suppressed any material, information or any kind of misconduct, he/ she will be liable for removal from service and such other action at his/her own risk & cost.

17. If offer is acceptable to you on aforesaid condition you may please communicate your acceptance to Nodal officer/P.I within a within two days of receiving this letter. You can communicate your acceptance either by email (wellness@aiimsrishikesh.edu.in) If you accept the offer, you are requested to report for duty in the department of **Community and Family Medicine** before 30 July 2021. In case, you fail to join by 30 July 2021, the offer will automatically be shifted to the next person in waiting and your candidature will be cancelled.

In the interest of UPHC work and in compliance with law, you undertake and agree to:

- a. Maintain absolute integrity, honesty, efficiency and good behaviour.
- b. Ensure utmost devotion to duty and conduct yourself with highest norms of decency and morality and must not violate laws of land in addition to performing your official assignments/dealings promptly and actions in courteous manner. (Test of determining conduct is left to discretion of Authorised \representative of Project and test will be objective not subjective).
- c. Never get indulged in any sort of unacceptable behaviour/dealing.
- d. Never get involvement in strike, picketing, gherao (wrongful restraint, confinement or trespass) due to any reason in violation of law.
- e. Restrain from connection with Press or Media and criticism of Government / Administration of AIIMS Rishikesh / NHM Uttarakhand or sharing information which is confidential and cannot be shared.
- f. Respect confidentiality of patients and never to make any unauthorised disclosure about any confidential information in violation of governing laws.
- g. Restrict yourself from consumption of intoxicated drinks and drugs during office hours or coming to office under their influence.
- h. Indemnify and keep indemnified AIIMS Rishikesh and all of its officials/faculty/students/employees/patients/authorised representatives against any delay, claim, damage, loss, cost, expenses of such persons or that of any third party that may be caused due to your any act or omission related to terms of this offer letter or found detrimental to interests of Institute. This may be in addition to any other remedy, penalty or claim that law provides.
- i. Declare that there is no dispute or legal proceeding pending against yourself for any act done by you or with your connivance that restricts or may disqualify/disentitle you at any stage from working at Project.
- j. Remain bound by terms of this offer letter to notify Project Officer in event of a breach of this document including dissemination of Confidential Information, either by yourself or any of your colleague and further undertake to do everything possible to help aggrieved party to regain possession of Confidential Information / Intellectual Property and taking legal action.

Note: This appointment letter is for six months or till the completion of project, whatever is earlier.

Nodal Officer/ P.I
UPHC
AIIMS Rishikesh

Note: Based on appointment letter, candidate will be required to submit joining report in the respective department/P.I.