



अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश- 249203
All India Institute of Medical Sciences, Rishikesh- 249203
Department of Community Medicine

Recruitment Notice

Project : " To assess understanding among attendees of webinars and perception about among key decision makers from professional bodies. – “Healthy Food for All”” (Phase-2)

The last date to apply for the following posts is **July 30th , 2026.**

Sr	Name of the post	Requirements / Minimum Essential qualification	No. of post vacant	Salary
1	Administrative Officer	<u>Essential Qualification:</u> • 1st Class Masters in Public Health/ Masters of Hospital Administration/Relevant to Public Health • 5-8 years of experience in progressive role. • Ability to design and execute independent research studies/policy-centered work • Ability to work in a diverse inter-disciplinary environment and provide guidance to other members. • The Project Coordinator will be responsible for field-level data collection, supervision of data quality across all study sites, data analysis, and preparation of technical reports and manuscripts. • Maximum Age Limit: 35 <u>Desirable :</u> • Strong hands-on experience in the Data Management, MS Office (Excel, Word, Powerpoint), Dropbox. • Expertise in SPSS, PYTHON, Advanced AI, Kobo, Epicollect5. • Knowledge of GFR rules • Knowledge/experience in CANVA • Skill to handle the logistics and Management of National Consultations. • Hands-on experience in handling ZOOM, Workplaces, Youtube Admin for the Management of Webinar Data.	1	50,000/- (10% TDS Deduction)
2	Media Officer (Media)	<u>Essential Qualification:</u> Master's degree in Mass Communication, Journalism, Public Relations, Media Studies, Communication, Public Health/Health Beat, Development Communication or a related discipline from a recognized university. <u>Essential Experience:</u> • Experience in Non-Communicable Diseases (NCDs), nutrition, hypertension, Front-of-Package Labelling (FOPL), health systems, or policy advocacy projects. • Knowledge of India's public health system and national health programmes, particularly NP-NCD and hypertension control initiatives. • Experience working with media advocacy campaigns at state or national levels. • Familiarity with media monitoring, analytics, and communication impact assessment.	1 (UR)	70,000/-



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		• Experience coordinating with professional medical associations, academic institutions, and policymakers. • Ability to travel across project states for media coverage and stakeholder engagement.		
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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 or CTFK.
- The posts are purely on contract basis; the contract will be for a period of **Seven (7)** months or completion of project whichever is earlier.
- NO claim for any other regular post in AIIMS Rishikesh or CTFK 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 1 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 aiims.healthyfood@gmail.com**



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Important Instructions for Applicants:

Application Form:

- Candidates must duly fill and submit the prescribed Application Proforma attached with this advertisement. Applications submitted in any other format, such as resumes or CVs, will not be considered.

Supporting Documents:

The completed application form must be accompanied by the following mandatory documents:

- Self-attested copies of educational qualification certificates
- Experience certificates clearly mentioning roles and duration
- Contact details of two professional references

Email Subject Line:

- The subject of the application email must be clearly titled as:
“Application for the Post of “POST NAME”.

Single PDF File Submission:

- All documents, including the application form and enclosures, must be compiled into a single PDF file and attached to the email. Multiple attachments or ZIP files will not be entertained.

Deadline Compliance:

- Applications must be submitted on or before the specified deadline. Late or incomplete submissions will be summarily rejected.

Eligibility Check:

- Only candidates meeting the essential eligibility criteria mentioned in the advertisement will be shortlisted for the next stage. Please ensure that all required qualifications and experience are clearly demonstrated in your application.

Mode of Communication:

- All correspondence with shortlisted candidates will be done via email only. Ensure that a valid and active email ID is mentioned in the application form.
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