



All India Institute of Medical Sciences Rishikesh

अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश

www.aiimsrishikesh.edu.in

Date: 15th Feb 2025

Recruitment Advertisement for Extramural Research Project To assess understanding among attendees of webinars and perception about among key decision makers from professional bodies. - "Healthy Food for All"

Applications are invited for the post of Program Officer (Operations) under Extramural Research Project To assess understanding among attendees of webinars and perception about among key decision makers from professional bodies. - "Healthy Food for All". Manpower has to be recruited for this purpose on contractual basis, with following post

Last date of receiving applications – **25th February 2025**

Date of Interview – (to be notified to the eligible or shortlisted candidates only – strict to the requirements)

Venue: - (Department of Community & Family Medicine, AIIMS Rishikesh or *May be Virtual*)

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

Designation	No. of Post	Qualification*	Experience *	Enumeration
<u>Program Officer (Operations)</u> <i>Age Limit 40 Yrs</i>	1	<ul style="list-style-type: none">Educational Qualification: Minimum MPH or MBA (Health Management / Health Care & Hospital Management).Fluency in English & Hindi speaking, reading writing	<ul style="list-style-type: none">Strong office administration and managerial skills.Minimum 4 years of experience in public health programs, preferably in NCD control programs such as NP-NCD.Proficiency in statistical tools such as MS Office and SPSS.Familiarity with nutrition content and Front-of-Package Labelling (FOPL).Minimum three research publications as Author/Co-Author.This is a regular, non-negotiable position (AIIMS Rishikesh Based).	50,000/- PM 10% TDS Deduction No HRA or Other Benefit



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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 15 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 **Twelve months (Mar 2025 – 28th Feb 2026)** 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 along with documents .
- 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 aiims.healthyfood@gmail.com

with the **Subject** : “**Application for the Post of _____**”

Application must be in form of PDF document mentioning Candidate (“**Name Surname Post Title**”) For example your name is **ABC SINGH** applying for **Program Officer** File title should be “**ABC Singh Program Officer**”

Disclaimer :

Incomplete application will not be entertained.

Internship will not be counted as experience.

The AIIMS interview board reserve the right to cancel the applications based on first screening.

The result will be published on the “Website” only.



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Program Officer (Operations) Job Description

Duty Station : AIIMS Rishikesh and Adjoining areas (Field Work)

- **Hypertension Control:** Conducting frequent field visits to gather patient voices.
- **Front-of-Package Labelling (FOPL):** Assessing compliance with the current model and analyzing best practices from other countries to shape an effective FOPL strategy.
- **Management Roles:** Overseeing project-related managerial responsibilities.
- **Research & Data Management:** Leading research, data analysis, and publication efforts.
- **Activity & Duty Allocation:** Supervising daily project activities and task management.
- **Stakeholder Liaison:** Collaborating with institutional and external partners to achieve project objectives.
- **Reporting & Strategy Development:** Providing regular reports to the Project Lead and Technical Team, identifying field challenges, and suggesting strategic initiatives for improvement.
- Organizing scientific sessions, managing national/regional consultations, Webinars supporting the project objectives.
- Public dealing, research and audio-visuals of Patient Advocacy stories online interviews.
- Travel to various areas, regions for patient advocacy/research or project requirements.
- Engaging Media, Press Note drafting and NCD related articles.
- Developing content, presentations for project-related Information, Education, and Communication (IEC) materials.
- Preparation and sharing Project Quarter & annual Reports.

Points to Note

- Extensive Travel
- All expenditure on reimbursement base.
- Maintaining Confidentiality of the data received from respondents.
- Leaves 30/Annum (2.5) per month. No encashment of leave balance.



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Application Performa *

1. Name (incapital): _____
2. Father Name : _____
3. Apply for Post: _____
4. Date of Birth: _____
5. Age: _____
6. Whether belongs to SC/ST/OBC category: _____
7. Sex: _____
8. Nationality: _____
9. Marital Status: _____
10. Address: _____
11. Mob. No. _____ Landline No. _____
12. E-mail id: _____

Educational Qualifications:

S.No	Examination passed	Board/University	Passing Year	Percentage scored
1				
2				
3				
4				

Experience (Post Qualification):

S.No	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1						
2						
3						
4						

Signature

Date: _____

Place: _____

Enclosures attached:-

- 1.
- 2.
- 3.