



All India Institute of Medical Sciences, Rishikesh

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Website: <https://www.aiimsrishikesh.edu.in/>

Intermediate Field Epidemiology Training Programme (I-FETP) Hub

Date: 13/08/2026

Reference No.: AIIMS/RIS/CM/I-FETP/2026/6017

Last date of application: 26/08/2026	Walk-in-interview Date: 01/09/2026 ; Time of reporting: 9:30 AM
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ADVERTISEMENT FOR WALK-IN INTERVIEW FOR ENGAGEMENT OF PROGRAMME SUPPORT ASSOCIATE (I-FETP)

Applications are invited from eligible Indian citizens for engagement of one (01) Programme Support Associate (I-FETP) on a purely contractual basis under the Intermediate Field Epidemiology Training Programme (I-FETP), implemented under PM-ABHIM at AIIMS Rishikesh. The engagement will be supported from the approved Grant-in-Aid provided by the National Centre for Disease Control (NCDC), Ministry of Health & Family Welfare, Government of India.

1. Details of the Position

Name of Position	Programme Support Associate (I-FETP)
Number of Posts	01 (One)
Nature of Engagement	Purely contractual, project-specific and co-terminus with the I-FETP project
Place of Posting	I-FETP Hub, AIIMS Rishikesh
Duration	Initially for one year or till completion/continuation of the project, whichever is earlier. Extension may be considered subject to satisfactory performance, continuation of the programme, availability of Grant-in-Aid and approval of the Competent Authority.
Consolidated Remuneration	Up to ₹50,000/- per month, inclusive of all allowances. No DA, HRA, TA, medical allowance or any other allowance shall be admissible separately.
Age Limit	Preferably not exceeding 35 years as on the last date of application. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ ST/ OBC/ Women/ Differently abled candidates

2. Essential Educational Qualification

Graduate from a recognized University.

3. Desirable Qualification

Preference may be given to candidates possessing qualifications in one or more of the following disciplines:

- Public Health / Hospital Administration / Health Management
- Business Administration / Commerce / Statistics
- Computer Applications / Information Technology



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4. Essential Experience

Minimum three (03) years of post-qualification experience in one or more of the following:

- Government Department, Central/State Government Institution or Government Medical College
- Autonomous Body under Central/State Government or Public Sector Undertaking
- National Health Mission, Government-funded Public Health Institution or National Health Programme

Relevant experience in programme coordination, office administration, official record maintenance, report preparation, procurement documentation, workshop/event coordination, Government correspondence or financial documentation will be preferred.

5. Desirable Skills/Experience

- Experience in epidemiology/public health programmes, PM-ABHIM, NHM or Field Epidemiology Training Programmes
- Working knowledge of GeM, PFMS, eOffice and Government office procedures
- Proficiency in Microsoft Word, Excel and PowerPoint; data management, MIS, documentation and report writing

6. Nature of Duties and Responsibilities

The selected candidate shall provide programme coordination and administrative support to the I-FETP Hub, including:

- Registration of trainees, maintenance of trainee database, training schedules and programme calendar.
- Coordination of contact sessions, field assignments, workshops, meetings, faculty and mentors.
- Maintenance of programme files and digital records; drafting official correspondence and minutes.
- Coordination with NCDC, State Governments, partner institutions and other stakeholders.
- Assistance in procurement proposals, GeM/quotation documentation and maintenance of procurement records.
- Assistance in preparation and maintenance of PFMS records, Statements of Expenditure and Utilization Certificates.
- Preparation of monthly progress reports, programme reports, attendance records, certificates, inventory and asset registers.
- Any other programme-related work assigned by the Nodal Officer/Hub Coordinator or Competent Authority.

7. Selection Procedure

Selection may consist of document verification followed by a written test and/or computer skill test and/or interview, as considered necessary by the Institute. The Institute reserves the right to modify the selection process depending upon the number of applications received.



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8. How to Apply

Eligible candidates must submit the online application form by 26th August 2026 (5:00 PM) through the following link & upload Completely filled application form with all necessary documents in a **Single/ Consolidated SCANNED PDF** in the link provided below

<https://forms.gle/qLNkNL1DUtUYDB3E9>

For any queries or clarifications, please contact:

Email: ifetpaiimsr@gmail.com

Eligible candidates shall submit the following documents in a single application set:

- Duly filled and signed application form.
- Updated Curriculum Vitae.
- Self-attested copies of educational qualification certificates.
- Self-attested copies of relevant experience certificates.
- Proof of age and identity.
- Recent passport-size photograph.
- Any other document supporting the candidature.

All candidates are required to report at the interview venue on the scheduled date and time as follows:

- **Date:** 01/09/26
- **Venue:** Department of Community Medicine, AIIMS Rishikesh
- **Time of reporting:** 9.30 AM
- **N.B. :** No TA/ DA will be paid to the candidate for appearing in the interview

9. General Instructions

1. The engagement is purely contractual, project-specific and co-terminus with the I-FETP project (initially till 31st March 2027). It may be extended based on the candidate's performance and as per the directions received from the funding agency. It shall not confer any right to Regular/ Permanent appointment, absorption or continuation in service under the Government of India, NCDC or AIIMS Rishikesh. The appointee's work will be reviewed time to time, and a future extension will be given based on performance.
2. 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.
3. Mere fulfilment of eligibility criteria shall not confer any right to be called for the selection process.
4. Applications of only candidates with Indian nationality will be considered for this post.
5. Applications received after the prescribed last date/time, incomplete applications or applications without supporting documents are liable to be rejected.
6. Canvassing in any form shall lead to disqualification.
7. The selected candidate may be required to work beyond office hours, on weekends or holidays for training programmes, workshops, field visits, meetings or other programme activities as per the requirements of the project.



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8. Continuation of engagement shall depend upon satisfactory performance, programme continuation and availability of Grant-in-Aid.
9. The engagement may be terminated by either party by giving one month's notice or one month's remuneration in lieu thereof, subject to the terms of the contract. However, the engagement may be terminated with immediate effect by the Institute/Nodal Officer/Competent Authority in cases of misconduct, fraud, breach of confidentiality, unsatisfactory performance, indiscipline, submission of false information or documents, conflict of interest, discontinuation of the programme, withdrawal or non-availability of Grant-in-Aid, or any act prejudicial to the interests of the I-FETP programme or the Institute.
10. The Institute reserves the right to cancel, modify, postpone or withdraw the advertisement/selection process without assigning any reason.
11. The decision of the Competent Authority, AIIMS Rishikesh, shall be final and binding in all matters relating to this engagement.
12. All terms and conditions of the engagement shall be governed by the approved Terms of Reference (ToR) for the Programme Support Associate under the Intermediate Field Epidemiology Training Programme (I-FETP) and the applicable rules, regulations, and administrative procedures of AIIMS Rishikesh.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage and the candidate will be liable to return the total remuneration credited to his/ her account
14. Candidate must bring the hard copy of completely filled application form at the time of interview. Candidates shall produce all original documents at the time of document verification/selection process.
15. Experience should have been gained after acquiring minimum essential qualification
16. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Selection Committee
17. Decision of Selection Committee will be final
18. The Selected candidate will have to join within 7 days of declaration of results

Dr. Ranjeeta Kumari
Nodal Officer, I-FETP Hub
AIIMS Rishikesh



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APPLICATION FORM FOR PROGRAMME SUPPORT ASSOCIATE (I-FETP)

Advertisement No.: AIIMS/RIS/CM/I-FETP/2026/6017; Dated 13/08/26	Paste recent passport-size self-attested photograph here
• Date: 01/09/26 • Venue: Department of Community Medicine, AIIMS Rishikesh • Time of reporting: 9.30 AM	

A. PERSONAL DETAILS

1. Full Name (in BLOCK LETTERS)	
2. Father's/Mother's/Spouse's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Age as on last date of application	____ Years ____ Months ____ Days
5. Gender: Male / Female / Other	
6. Category: UR / OBC / SC / ST / EWS / PwBD	
Marital Status: Married/ Unmarried/ Others	
7. Nationality:	
8. Aadhaar/Other ID Number	
9. Mobile Number	
10. Email ID	
11. Correspondence Address	
12. Permanent Address	



B. EDUCATIONAL QUALIFICATIONS

C. POST-QUALIFICATION EXPERIENCE

[illegible]



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S. No.	Organization (Govt./Autonomous/PSU/NHM/National Programme)	Designation	From	To	Total Duration

Total post-qualification experience: _____ Years _____ Months

D. RELEVANT SKILLS AND EXPERIENCE

Area	Details of experience/proficiency
Programme coordination / office administration	
Official record maintenance / Government correspondence	
Workshop/event coordination	
Procurement documentation / GeM / quotation processing	
PFMS / SoE / Utilization Certificate / financial documentation	
eOffice / MS Word / Excel / PowerPoint / MIS / data management	
Public Health / Epidemiology / PM-ABHIM / NHM / I-FETP	

E. DOCUMENTS ENCLOSED

S. No.	Document	Tick (✓)
1	Signed application form	
2	Updated Curriculum Vitae	
3	Proof of date of birth/age	
4	Photo identity proof	
5	Graduation certificate and mark sheets	



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6	Other educational qualification certificates	
7	Relevant experience certificates	
8	Category/PwBD certificate, if applicable	
9	Recent passport-size photograph	
10	Other supporting documents	

F. DECLARATION

I hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that my candidature/engagement is liable to be cancelled or terminated at any stage if any information or document is found false, incorrect or suppressed. I have read and agree to abide by the advertisement, the approved Terms of Reference for Programme Support Associate (I-FETP), and the applicable rules, regulations and administrative procedures of AIIMS Rishikesh. I understand that the engagement is purely contractual, project-specific and co-terminus with the I-FETP project, and shall not confer any right to regular appointment, absorption or continuation in service.

Place: _____

Signature of Applicant: _____

Date: ____ / ____ / 2026

Name: _____