



AIIMS/PED/SCoE/2023/ 259

Date: 14 June 2023

**ADVERTISEMENT FOR POST OF BLOCK NUTRITION COORDINATOR ON CONTRACTUAL BASIS IN STATE CENTRE OF EXCELLENCE FOR NUTRITION INTERVENTION (SCoE4N), AIIMS, RAIPUR, CHHATTISGARH-492099**

State Centre of Excellence for Nutrition Intervention (SCoE4N) is established at AIIMS Raipur with the objective to assist State departments in their goal of Malnutrition free Chhattisgarh and Anemia free Chhattisgarh by improving IYCF practices, skilled management of children with Severe Acute Malnutrition(SAM) through the facility and community care including growth faltering in under 6 months infants.

Applications are invited for filling up of the post of Block Nutrition Coordinator under the SCoE-SAM, Department of Pediatrics AIIMS, Raipur, Chhattisgarh, purely on contractual basis as per below mentioned details:

Post Sr.No.	Post designation	No. of vacancy	Nature of post*	Consolidated Honorarium per month (in Rs)	Detailed terms of reference (ToR) is attached at annexure
P2	Block Nutrition Coordinator	1	UR	25000 + 8000(Subject to actual expenses maximum Rs.8000/- , as per the terms and condition of travel policy	I

- \* **Note:** All the posts mentioned above are Under UNICEF grant as per MOU.
- \* In case of large number of applications, interview may be spilled over next day or screening test may be held or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority will be final, and no correspondence whatsoever will be entertained in this connection.

**1. General Information to the Candidate:**

- Candidates have to download and print the **application form (attached in annexure II )** below the advertisement and after filling the form attach self -attested Xerox copy of the certificates. Duly filled application form along with certified copies of relevant documents should be scanned properly and sent **via email to [scoesamaiimsrpr@gmail.com](mailto:scoesamaiimsrpr@gmail.com) on or before 21/06/2023 5P.M.**Submission of forms after mentioned date and time will not be accepted and treated as invalid and rejected automatically.
- **No other means of form submission will be accepted other than email.**
- Email subject should be labeled as **“Application for the contractual post of “Block Nutrition Coordinator with name of the candidate.”**



- The candidate needs to send the application as per the format. No change in serial no. order and the heading of column to be made. Annexure may be added as separate sheets, if required.
- Application and documents received from all interested candidates will be scrutinized by the selection committee on basis of their education qualification and experience.
- **After receiving the documents through email, short listing of the candidates will be performed by selection committee on the basis of eligibility and only eligible candidates will be called for interview on scheduled date and time.**
- **Scheduled interview date and time will be uploaded later on AIIMS website along with list of eligible candidates.**
- Shortlisting of candidates and final selection will be purely on a merit basis which will be finalized by the selection committee and their decision will be final.
- **It is the sole responsibility of the candidate to track the AIIMS Raipur website for final eligibility list and final result.**
- Two recent self- signed passport sized color photographs are to be attached with stapled/pinned on first page of the Performa format.
- Candidate should bring one set of self-attested photocopies of all relevant certificates & documents along with duly filled application form (as per the prescribed performa) and all original certificates of educational qualifications, experience certificates, identity proof and other documents, if any, along with two photographs at the time of interview.
- All information / updates pertaining to this advertisement including list of shortlisted candidates, result, joining etc will be displayed on the AIIMS, Raipur website which is [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)
- No individual intimation will be sent by the AIIMS Raipur to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website
- No TA/DA will be paid for attending the interview.
- Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant.
- Candidate has to join within 15 days of declaration of result. The extension of joining will be considered as case-to-case basis looking at the requirement at SCoE.
- The candidate will be informed through mail. Although, it will be the responsibility of applicants to keep abreast of the developments by visiting the institute's website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in).
- The decision of the competent authority regarding the selection of candidates will be final and no representations in this regard will be entertained.
- For any queries contact or write to [scoesamaiimsrpr@gmail.com](mailto:scoesamaiimsrpr@gmail.com) with the subject line “**Recruitment of staff for SCoE4N**”.

#### 1. Terms and Conditions:

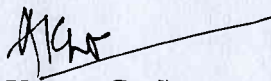
1.1 It is candidate's responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate disqualified and liable for legal action. Permission to appear in the selection process does not approve 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 fulfil essential eligibility criteria.

1.2 The selection will not be an employment on AIIMS Raipur pay-roll. Employment will automatically terminate upon completion of the tenure mentioned from the day of joining of duties and there is no liability for permanent employment in AIIMS, Raipur or Programme Director.



**Also, the candidates have no right to claim permanent employment in AIIMS Raipur or UNICEF based on this job.**

- 1.3 Employment of selected candidates will automatically terminate upon completion of contract.**
- 1.4 Selected candidates have to complete their probation period of 3 months initially** from the date of joining and after completion of probation period, candidates' tenure will be extended for further period. Extension of tenure after probation period will purely depend upon the candidates satisfactory performance which will be scrutinized by the Programme Director.
- 1.5** The contract can however be extended depending on the candidate's satisfactory performance and budget grant from the funding agency and continuing requirements for the position.
- 1.6** The candidate who is already in Government service shall submit **'No Objection Certificate'** from the present employer at the time of interview.
- 1.7** Record of this recruitment will be preserved for the period of six months from the date of declaration of the result after the completion of the above period all documents related to this recruitment will stand destroyed.
- 1.8 Tenure:** The assignments are purely on contract basis for the period starting from 1 July 2023 (or early based on selection process) to 31 December 2023. **This appointment will not vest any right to claim by the candidate for regular appointment or Permanent absorption in AIIMS Raipur or UNICEF or for continued contractual appointment.**
- 1.9 Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
- 1.10 Accommodation:** No hostel or any other accommodation will be provided by the Institute for attending the interview at any stage of recruitment.
- 1.11 Leave rule:** Candidate will be entitled for 14 leave (inclusive of all leaves- medical, casual & others during the 1 year contract period) for 6 months starting from 1 July 2023 to 31 December 2023 on pro-rata basis. Leave encashment and carryover of leave for tenure will be not admissible.
- 1.12** Canvassing of any kind will lead to disqualification.
- 1.13** Private practice of any type is prohibited.
- 1.14** Candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
- 1.15** The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- 1.16** The candidate should not have been convicted by any Court of Law.
- 1.17** In case any information given or declaration by the candidate is found to be false if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- 1.18** All disputes, controversies or claim shall be subject to the exclusive jurisdiction of court of Raipur, Chhattisgarh

  
**(Dr. Anil Kumar Goel)**

Programme Director (SCoE-SAM)

Professor and Head

Department of Pediatrics, AIIMS Raipur

परियोजना निदेशक  
Project Director

राज्य उत्कृष्टता केन्द्र-अति गंभीर कुपोषण प्रबंधन  
State Center of Excellence-Severe Acute Malnutrition  
प्राध्यापक एवं प्रमुख, बाल एवं शिशु रोग विभाग  
Professor & Head, Department of Pediatrics  
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (ए.जी.)  
All India Institute of Medical Sciences, Raipur (CG)



**Annexure I: Sr. No. P2.- Block Nutrition Coordinators, No. of Posts –5 (UR)**

**Name of the position: Block Nutrition Coordinator**

**Purpose:** Work for effective implementation of the nutrition programs at block level in close coordination with Block and District Administration, BMO, CDPO, other line departments/stakeholders and ensure its reach to beneficiaries, households. Strengthening of activities to achieve its desired goals through monitoring, management and convergence of the program.

**Major duties and responsibilities**

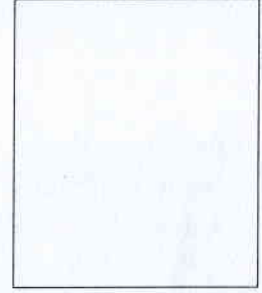
- Work closely with CDPO and BMO for better coordination and implementation of SAM management/CMAM and AMB program as per protocol at facility and the community level.
- Build rapport with different government departments within the block and strengthen block convergence committee for better coordination.
- Coordinate, facilitate to strengthen data reporting system at the block level and conduct desk review of the data.
- Coordinating with CDPO-ICDS for conducting training related to GMP, CMAM, POSHAN Abhiyaan and other nutrition programs.
- Coordinate with NRC for improving BoR, Cure rate and monitoring feeding/medicine protocols along with referral of SAM children at the block level.
- Analyze existing data with regard to few critical behaviors related to growth monitoring, CMAM, referral of children with SAM and IFA supply at the district level.
- Sharing quarterly analytical progress reports and recommendations based on the evidence with government departments at block level.
- Share recommendations for strengthening of essential nutrition interventions at block level.
- Collate learnings, good practices from different sectors and share at the block level.
- Support block for development of block convergence action plan for nutrition.
- Periodic field visits for supportive supervision (AWW, VHSND, growth monitoring, CMAM sessions, NRC, sub-centre, block drug store) and facilitate block action based on field observations.
- Technical assistance to blocks/field/household.
- Facilitate and provide technical assistance in the capacity building of AWWs, Supervisors, CDPOs, and other field functionaries for smooth implementation of Poshan Abhiyaan, CMAM Programme, AMB mission etc.
- Any other responsibilities/tasks provided by ICDS, SCoE4N-AIIMS Raipur and reporting and completion of any work assigned by Project Director and Project Coordinator.
- Any other responsibilities/tasks provided by SCoE4N and UNICEF.



**Eligibility criteria:**

<b>No. of position</b>	Block Nutrition Coordinator -(At block level) (1-UR)
<b>Essential qualification</b>	Master's in Nutrition, Public Health, Nutritional Epidemiology, Health/Nutrition Research, Policy and/or Management, Health Sciences, or another Health-related science field/Master's in Social Work or any similar courses/discipline.
<b>Experience, Skills and Competences</b>	<ul style="list-style-type: none"><li>• 2-3 years of experience in the field of Health and Nutrition. Preference can be given to those who has experience on management of children with SAM or any government programs.</li><li>• Experience of Community based management of Acute Malnutrition program implementation would be an asset.</li><li>• Should have good communication and skills.</li><li>• Ability to monitor and review data and share with stakeholders.</li><li>• Should be a person of good repute/ character, ethics &amp; without any criminal record. No political affiliations.</li><li>• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services.</li><li>• Good interpersonal communication skills along with computer skill</li><li>• Should have a working knowledge of Microsoft Word, Excel and Power point presentation.</li><li>• Familiar with survey tools e.g., Kobotoolbox, google forms etc.</li><li>• Physically able to move around the project area.</li><li>• Able to facilitate meeting with different stakeholders.</li><li>• Should have coordination and networking skills.</li><li>• Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services.</li><li>• Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.</li></ul>
<b>Professional Fees</b>	Rs. 25,000 /-per month(Consolidated).
<b>Estimated Travel</b>	As per the requirement (Note: Subsistence, Mobility and Contingency support shall be separately provided, to address field travel and related cost incurred by the candidate)
<b>Age limit</b>	Below 40 years (as on the last date of application).
<b>Location</b>	At block Head quarter (Basna, block of Mahasamund district)
<b>Duration</b>	The project duration is from 01 July 2023 to 31 December 2023. The successful candidate shall be issued an initial contract till 31 <sup>st</sup> December 2023, which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position. (Selected candidate may join from the date of the declaration of results)
<b>Note</b>	Eligibility criteria may be relaxed as and when required.





**ANNEXURE II : APPLICATION FORMAT**

Name of the Position applying:

.....

Serial number of the position as per advertisement : .....

<b>PERSONAL DETAILS</b>	
Name of the candidate (in block letter):	
Name of Father/Mother/Husband/Guardian:	
Whether candidate is state/central government employee	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes furnish Non objection certificate
Postal Address (current):	
Postal address (permanent):	
Pin Number:	
City and State :	
Contact number :	



State Centre of Excellence –Severe Acute Malnutrition (SCoE- SAM)

बाल एवं शिशु रोग विभाग

Department of Pediatrics

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

All India Institute of Medical Sciences, Raipur (CG)

Email Id :	
Date of Birth (DD/MM/YY)	
Gender : (Male/Female/other)	
Caste: (Gen/ST/SC/OBC/EWS)	

**I. EDUCATIONAL QUALIFICATION (Start from highest degree)**

Name of degree/diploma	Subject/Discipline	University /Institute/ College	Year of Passing final examination	Marks Obtained (Percentage)	For office use only Verified (Y/N)

**II. Any specific training/ awards/ publication/achievement in the required field:**





### III. Work Experience

Details of employments (in chronological order) enclose separate sheet, duly authenticated by your signature if the space below is insufficient.

SN	Name of the Office/Institute/ Organization)	Post Held	Duration of Experience		Total Duration of Experience Year(s), Month(s), day(s)	Nature of Duties
			From	To		
1.						
2.						
3.						
4.						
5.						
<b>Total work experience</b>		..... <b>Year(s)</b> ..... <b>Month(s)</b> ..... <b>Day(s)</b>				



- If any other relevant work experience: (plz add extra sheets) mention details of extra sheets added , if any :

- If selected, what period would you require for joining the post:.....

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished here in if found to be in correct or false, then I shall be liable for action as per rules in force.

Name of Candidate:

Signature of Candidate:

Date Place :