

Date: 09 JULY 2025

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

State Centre of Excellence for Nutrition Interventions (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.

An **Interview will be conducted on 28-Jul-2025 (Monday)** for filling up of following posts under the SCoE4N, Department of Pediatrics, AIIMS, Raipur, Chhattisgarh.

Date of Interview: - 28-Jul-2025 (Monday) Time: - 9:00 AM IST (The candidates are requested to reach the venue by **9.00 am** for scrutiny of documents. please note that **registration of candidates will close at 11:00 AM Sharp IST**).

Place of Interview:

Last Date of Submission of Application: 19-Jul-2025 (Saturday), 5:00 PM IST.

The scanned copy of the duly filled application form along with self-attested Xerox copies of relevant documents should be emailed at- <u>scoesamaiimsrpr@gmail.com</u>, on or before 19-Jul-2025 (Saturday), 5:00 PM IST.

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
P 1	District Nutrition Coordinator	04	UR	40000/- & 15000/- (Travel Support)	Ι
P 2	Block Nutrition Coordinator	06	UR	25000/- & 10000/- (Travel Support)	П
P 3	Medical officer	01	UR	61005/-	III
P 4	Nutritional Counsellor/Feeding Demonstrator	01	UR	15,215/-	IV
P 5	Attendant/Cleaners	01	UR	9,240/-	V

* Note: All the posts mentioned above are Under UNICEF and NHM grants 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.



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1. General Information to the Candidate

- 1.1 Candidates have to download and print the **application form** (**attached in annexure XII**) below the advertisement and bring the same with a self-attested Xerox copy of the certificates at the time of the Interview.
- 1.2 It is the sole responsibility of the candidate to bring all relevant documents at the time of scrutiny of application. SCoE4N, Department of Pediatrics is not responsible for any delay/missing details.
- 1.3 The candidate needs to submit the application at the time of Interview as per the format. No change in serial no. order and the heading of the column to be made. Annexures may be added as separate sheets if required. **Application sent via Email will be entertained or accepted.**
- 1.4 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 for scrutiny.
- 1.5 All information/updates pertaining to this advertisement including a list of shortlisted candidates' result, joining will be displayed on the AIIMS, Raipur website, <u>www.aiimsraipur.edu.in</u>
- 1.6 Selected 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 SCoE4N.
- 1.7 The selected 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.
- 1.8 No TA/DA will be paid for attending the interview/Joining.
- 1.9 Any attempt to unduly influence the selection process will lead to automatic disqualification of the applicant
- 1.10 Short listing 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.
- 1.11 The decision of the competent authority regarding the selection of candidates will be final and no representations in this regard will be entertained.
- 1.12 For any queries contact or write to <u>scoesamalimsrpr@gmail.com</u>with the subject line "Recruitment of staff for SCoE4N".

2. Terms and Conditions:

- 2.1 It is candidates' 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.
- 2.2 The selection will not be an employment on AIIMS Raipur pay-roll. Employment will automatically terminate upon completion of the tenure and there is no liability for permanent



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

- 2.3 Tenure: The assignments are purely on contract basis for the period starting from 1 August 2025 to 31 December 2025 but this appointment will not vest any right to claim by the candidate for regular appointment or Permanent absorption in AIIMS Raipur/ NHM or UNICEF or for continued contractual appointment.
- 2.4 Selected candidates have to complete their probation period of 1.5 months initially from the date of joining and after completion of probation period, candidates' tenure will be extended for further period as above mentioned in point no.2.3. Extension of tenure after probation period will purely depend upon the candidate satisfactory performance which will be scrutinized by the Programme Director.
- 2.5 The contract can however be extended by the department depending on the candidate's satisfactory performance and budget grant from the funding agency and continuing requirements for the position
- 2.6 **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
- 2.7 The candidate who is already in government service shall submit 'No Objection Certificate'' from the present employer at the time of interview.
- 2.8 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.
- 2.9 Accommodation: No hostel or any other accommodation will be provided by the Institute/Department for attending the interview at any stage of recruitment.
- 2.10 Leave rule: Candidate will be entitled for 6.25 leave (inclusive of all leaves- medical, casual& others during the 05 Months contract period) on pro-rata basis. Leave encashment and carryover of leave for tenure will be not admissible.
- 2.11 Canvassing of any kind will lead to disqualification. And Private practice of any type is prohibited.
- 2.12 Candidate is expected to confirm to the rules of conduct and discipline as applicable to the Institute Employees.
- 2.13 The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
- 2.14 The candidate should not have been convicted by any Court of Law.
- 2.15 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.

(**Dr. Anil Kumar Goel**) Programme Director (SCoE-SAM) Professor and Head Department of Pediatrics, AIIMS Raipur.



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3. ANNEXURES - TERMS OF REFERENCES (ToR) & APPLICATION FORMAT

Annexure I: Sr. No. P1.- District Nutrition Coordinators, No. of Posts – 04 (UR)

Name of the Position: District Nutrition Coordinator

Purpose: Work for effective implementation of the nutrition programs at district & block level in close coordination with District Administration, CMHO, DPO/DWCDO, 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 DPO-ICDS and CMHO for better coordination and implementation of CMAM (Hamar Swasth Laika) and AMB program as per protocol at facility and the community level.
- Build rapport with different government departments within the district and strengthen district convergence committee for better coordination.
- Coordinate, facilitate to strengthen data reporting system at the district level and conduct desk review of the data.
- Coordinating with DPO-ICDS for conducting training related to GMP, CMAM, POSHAN Abhiyaan and other nutrition programs.
- Support departments for implementation of IYCF programming through capacity building and assessment of health facilities
- Coordinate with DWCD for skill development of all field functionaries on POSHAN Tracker and streamlining GMP
- Coordinate with NRC for improving BoR, Cure rate and monitoring feeding/medicine protocols along with referral of SAM children at the district 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 and UNICEF at the districts.
- Share recommendations for strengthening of essential nutrition interventions at State/District level.
- Collate learnings, good practices from different blocks and share at the district level.
- Support districts for development of district convergence action plan for nutrition.
- Periodic field visits for supportive supervision (AWW, VHSND, growth monitoring, CMAM sessions, NRC, sub-center, block/district drug store) and facilitate district action based on field observations.
- Technical assistance to districts/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 (Hamar Swasth Laika), AMB mission etc.
- Any other responsibilities/tasks provided by ICDS, SCOE4N-AIIMS Raipur and reporting and completion of any work assigned by SCOE4N, Project Director, UNICEF and Project Coordinator.



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No. of position	04 (At District level)
Essential qualification	Master's in Nutrition, Public Health, Nutritional Epidemiology, Global/International Health and Nutrition, Health/Nutrition Research, Policy and/or Management, Health Sciences, Nutritional Epidemiology, or another Health-related science field/Master's in Social Work or any similar courses/discipline.
Experience, Skills and Competences	 3 -5 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. Must have experience of Community based management of Acute Malnutrition program implementation at least for a year at district level. Should have good communication and skills. Ability to monitor and review data and share with stakeholders. Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations. Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services. Good interpersonal communication skills along with computer skill Should have a personal laptop /computer and working knowledge of Microsoft Word, Excel and Power point presentation. Familiar with survey tools e.g., Kobo toolbox, google forms etc. Physically able to move around the project area. Able to facilitate meeting with different stakeholders. Should have coordination and networking skills. Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services.
Professional	Rs. 40,000 /-per month (Consolidated). & 15000/- (Travel Support-subject to
Fees	submission of travel reports, completion of targets and other supporting documents)
Estimated Travel	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)
Age limit	Below 45 years (as on the last date of application).
Location	At district Head quarter (All districts of Chhattisgarh) One candidate placed at one
Duration	district head quarter will be providing support in adjoining district The project duration is from 01 AUGUST 2025 to 31 December 2025. The successful candidate shall be issued an initial contract till 31 st December 2025, which will be extended based on performance, funds availability from the funding agency, and continuing requirement for the position.
Note	Eligibility criteria may be relaxed as and when required.



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Annexure II: Sr. No. P 2.- Block Nutrition Coordinators, No. of Posts 06 (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 CMAM (Hamar Swasth Laika) 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.
- Support departments for implementation of IYCF programming through capacity building and assessment of health facilities
- Coordinate with DWCD for skill development of all field functionaries on POSHAN Tracker and streamlining GMP
- 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-center, 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.



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Eligibility	criteria:
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No. of position	06 (At block level)
Essential qualification	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 OR
	Any post graduate degree holder with relevant experience may also apply
	*Preference will be given to Nutrition and Health degree holders with relevant Experience.
Experience, Skills and Competences	 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. Experience of Community based management of Acute Malnutrition program implementation would be an asset. Should have good communication and skills. Ability to monitor and review data and share with stakeholders. Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations. Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services. Good interpersonal communication skills along with computer skill Should have a working knowledge of Microsoft Word, Excel and Power point presentation. Familiar with survey tools e.g., Kobo toolbox, Google forms etc. Physically able to move around the project area. Able to facilitate meeting with different stakeholders. Should have coordination and networking skills. Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services. Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional	Rs. 25,000 /-per month (Consolidated) & 10000/- (Travel Support-subject to
Fees	submission of travel reports, completion of targets and other supporting documents)
Estimated Travel	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)
Age limit	Below 40 years (as on the date of Interview).
Location	At block Head quarter of selected intervention districts (Mohla-Manpur-Ambagadh Chowki, Mahasamund, Korba, Rajnandgaon, Surajpur, Bastar, Kondagaon, Jashpur)



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Duration	The project duration is from Date of Joining to 1 August 2025. The successful candidate shall be issued an initial contract till 31 st December 2025, 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)
Note	Eligibility criteria may be relaxed as and when required.

Annexure - III: Sr. No.P3– Medical Officer 01 (UR)

Name of the position –Medical Officer

Purpose of the post: The Medical Officer will be placed at State Centre of Excellence for Nutrition (SCoE4N) for managing SMART unit of SCoE4N, planning and conducting tele monitoring of Nutrition Rehabilitation Centers (NRCs) of State and support activities in the strengthening of all NRCs in coordination with NHM, DoHFW Further he will produce an analysis of findings and recommendations and support in improving facility-based management of SAM in the state.

Major duties and responsibilities

- Clinical and overall management of SMART Unit established under SCoE4N for management of children with SAM in close coordination with SCoE4N.
- Support NHM in strengthening services of FSAM at NRC by effective planning of monitoring and supportive supervision activities in coordination with NHM and SCoE4N.
- Develop checklists and monthly plan for conducting telemonitoring in close coordination with PD, SCoE4N.
- Conduct Tele monitoring of NRC in consultation with PD SCoE4N and UNICEF on regular basis and as per plan.
- Provide techno-managerial support to the SMART unit and Tele mentoring unit housed in AIIMS Raipur
- Provide support in inter-departmental coordination between DWCD and DoHFW/ NHM and Medical Colleges for convergent activities under the SCoE.
- Provide support in establishing supportive supervision mechanism in coordination with NHM, DWCD and stakeholders along with capacity building, data analysis & review of findings and recommendations to the state department.
- Clinical guidance for managing SAM children under tele OPD to the remote NRCs
- Support in the development of linkages with State Medical colleges for supportive supervision.
- Prepare analysis of findings with necessary recommendations and advocate it with NHM.
- Make plan for critical findings with improvement strategies.
- Coordinate with NCoE, SCoE, and NHM, UNICEF as and when required.
- Identification of necessary points of concern and highlighting it within the team.
- Prepare monthly reports, monitoring reports and other documents as per requirement.
- Work on recommended points for improvement of FSAM activities.
- Reporting and completion of any work assigned by SCOE4N, Project Director and UNICEF.

Eligibility Criteria:

No. of Position 01	No. of Position	01



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Essential qualification	Applicants must have MBBS/Ayush degree with 3 years clinical experience in Pediatrics, Child Health Unit and /or MD in Pediatrics. Candidate with clinical background and with MPH is preferable.
Experience	 Clinical experience in facility and community level is required for the position. Progressive experience of working with government health and nutrition programs will be an asset. Experience in managing child facility unit clinically as well as managerial would be of added value. Experience of managing large team of support staff at State and District level for nutrition /health programs will be an asset. Experience of managing Severe Acute Malnourished cases is an asset. Experience of working at State level in close coordination with Government Officials is desirable Previous experience of working with any facility as would be of added value.
Skills and competencies	 Previous experience of working with any facinity as would be of added value. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations Ability to work in harmony with the partners and maintaining poise in difficult situations. Physically able to move around the project area and willingness to travel to all districts of Chhattisgarh. Should be a person of good repute/ character, ethics & without any criminal record. No political affiliations. Should be willing to abide by the code of conduct and child protection policy of the organization during their tenure of providing services. Good interpersonal communication skills along with computer skill. Should have expertise in Microsoft Word, Excel and Power point presentation Able to facilitate meeting with different stakeholders. Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset.
Professional Fees	Rs. 61005/- per month (Consolidated).
Age limit	Below 45 years (as on the last date of application).
Location	State Center of Excellence for Nutrition- Department of Pediatrics, AIIMS Raipur, Chhattisgarh.
Duration	The project duration is from Date of Joining to 1 AUGUST 2025. The successful candidate shall be issued an initial contract till 31 st December 2025, 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)
Note	Eligibility criteria may be relaxed as and when required.



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Annexure –IV: Sr. No. P4– Nutritional Counsellor/Feeding Demonstrator- 01(UR)

Name of the position: Nutritional Counsellor/Feeding Demonstrator

Purpose:

Major duties and responsibilities

- Assessing the feeding problem of each child & giving individual counseling to mothers. Charting out specific therapeutic diet plan for each child as per the Guidelines in consultation with the Pediatrician.
- Monitoring the preparation & distribution of feeds as per diet charts.
- Bringing all mothers & caregivers of the admitted children together & demonstrating the preparation of low cost nutritious energy dense culturally acceptable child foods.
- Counseling and demonstrating on various topics like nutrition & malnutrition, hygiene & sanitation, infant & young child feeding practices, immunization, family planning, etc.
- Counseling the mothers/caregivers on the emotional needs of her child & encouraging them to give sensory stimulation.
- Providing group counseling & demonstrating to mothers on structured play therapy for psychosocial stimulation. Engaging the children in play therapy for at least 30 minutes each day.
- Providing group counseling to mothers of all children admitted in the Department of Pediatrics, AIIMS Raipur (e.g. Pediatric or general ward) and also to mothers of children present.
- Maintaining various records including registers, e-reports, sheets, etc.
- Filling up the discharge cards with the support of the staff Nurses & counseling mothers relatives regarding follow-up schedule at the NRC & home visits by AWWS/ANMS/Mithanin
- Overseeing the cleanliness & ensuring hygiene practices at SMART unit.
- Maintaining a daily time table for activities assigned to various stakeholders.
- Liaisoning with staff and administrative stakeholders for effective running of the SMART unit.
- Liaisoning with Mithanin, ANM, AWWs, FDs of the NRCs in the catchment area.
- Following up of the children discharged from the SMART Unit by contacting mothers and frontline workers of ICDS (AWWs) and Health (ANM/ASHAS).
- Reporting and completion of any work assigned by Project Director and Project Coordinator.
- The candidate shall be required to work for a duration of half day on Sundays and holidays, based on the roster prepared by the administration. Eligibility criteria:

No. of Position	1 (UR)
Essential qualification	*Graduate in food and Nutrition/home Science or equivalent from recognized institute/university *Female candidate is preferable. *Nursing course will be preferable (B.Sc. Nursing, General Nursing
	Midwifery (GNM), Auxiliary Nurse Midwifery (ANM).
Experience	*Certification Course on breastfeeding and feeding demonstration will be preferred.(consider for short listing in interview) *Working experience in NRC or any nutrition rehabilitation facility in medical centre for more than 1 year (consider for short listing in interview)

Tatibandh, GE Road, Raipur - 492 099 (CG)mail.:scoesamaiimsrpr@gmail.com



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Professional Fees	Rs. 15,215/-per month
Estimated Travel	As per the requirement
Age limit	35 years
Location	State Centre Of Excellence for Nutrition Interventions, Dept. of pediatrics, AIIMS Raipur (CG)
Duration	The project duration is from Date of Joining to 1 AUGUST 2025. The successful candidate shall be issued an initial contract till 31 st December 2025, 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)
Note	Eligibility criteria may be relaxed as and when required.

Annexure –V: Sr. No.P5– Attendant /Cleaner 01 (UR)

Name of the position: <u>Attendant / Cleaner</u>

Major duties and responsibilities

- Helps patients by supporting personal hygiene and daily living needs and providing comfort and transportation.
- Provides patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; and helping with showers and baths.
- Provides for activities of daily living by assisting with serving meals, feeding patients as necessary; ambulating, turning, and positioning patients; and providing fresh water and nourishment between meals.
- Provides patient comfort by utilizing resources and materials, transporting patients, answering patients' call lights and requests, and reporting observations of the patient to nursing supervisor.
- Documents actions by completing forms, reports, logs, and records.
- Assisting nurses and other staff when needed
- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks, make adjustments and minor repairs, Stock and maintain supply rooms
- Cooperate with the rest of the staff & follow all health and safety regulations.
- Reporting and completion of any work assigned by Project Director.
- The candidate shall be required to work for a duration of half day on Sundays and holidays, based on the roster prepared by the administration.

Essential qualification	* At least Matriculation pass from recognized board.
Desirable Experience	* Working experience in hospital as a attendant /cleaner preferably in government more than 1 year will be preferred and considered for short listing in interview
Professional Fees	Rs 9,240/- per month



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Age limit	35 years
Location	State Centre Of Excellence for Nutrition Interventions, Dept of
	pediatrics, AIIMS Raipur, Chhattisgarh
Duration	The project duration is from Date of Joining to 1 AUGUST 2025. The
	successful candidate shall be issued an initial contract till 31 st December
	2025, 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)
Note	Eligibility criteria may be relaxed as and when required.



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ANNEXURE XII: APPLICATION FORMAT	
Name of the Position applying:	
Serial number of the position as per advertisement:	

I. PERSONAL DETAILS	
Name of the candidate (in block letter):	
Name of Father/Mother/Husband/Guardian:	
Identification mark	
Postal Address (current):	
Postal address (permanent):	
Pin Number:	
City and State :	
Contact number :	
Email Id :	
Date of Birth (DD/MM/YY)	
Gender : (Male/Female/other	
Cast: (Gen/ST/SC/OBC/EWS)	

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Name of degree/diploma	 University/Institute/ College	Year of Passing final examination	Marks Obtained	For office use only Verified (Y/N)
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II. EDUCATIONAL QUALIFICATION (Start from highest degree)

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



4.

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IV. Work Experience

Details of employments (in chronological order) enclose separate sheet, duly authenticated by your signature if the space below is insufficient. **Total Duration** Duration of Experience of Experience Name of the Nature S From То Office/Institute/ of Ν Post Held Year(s), Organization) Duties Month(s),day(s) 1. 2. 3.



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5.					
5.					
Total work experience	Year(s)	MonthDay(s)	I		

- If any other relevant work experience: (please 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

Reference:-

- 1
- 2