



AIIMS/PED/SCoE/2025/ 455

Date: 29 Oct 2025

ADVERTISEMENT FOR WALK IN INTERVIEW FOR MEDICAL RECORD/FINANCE ASSISTANT AND STATISTICIAN/DATA MANAGER 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 **07 NOVEMBER 2025** for filling up of following posts under the SCoE4N, Department of Pediatrics, AIIMS, Raipur, Chhattisgarh.

Date of Interview: - 07 NOVEMBER 2025

On spot registration and scrutiny of eligibility documents from 09:00 am to 02:00 pm and Interview will start at 11:00 am. No candidates will be entertained after 02:00 pm IST.

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 2:00 PM Sharp IST**).

Place of Interview: Room No. 2, School of Public Health, Medical College building Gate No.5, AIIMS, Raipur, C.G.

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
P1	Medical Record/ Finance Assistant	1	UR	40000/-	I
P2	Statistician and Data Manager	1	UR	35000/-	II

* **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.

1. General Information to the Candidate

- 1.1 Candidates have to download and print the **application form** 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.



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- 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, www.aiimsraipur.edu.in
- 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 scoesamaiimsrpr@gmail.com 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 employment in AIIMS, Raipur or Programme Director. Also, the candidates have no right to claim permanent employment in AIIMS Raipur/ funding agency based on this job.**
- 2.3 **Tenure:** The assignments are purely on contract basis for the period starting from 10 November 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/ funding agency or for continued contractual appointment.**
- 2.4 **Selected candidates have to complete their probation period of one month 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.



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- 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 duration till 31st December 2025 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 2.5 leave (inclusive of all leaves- medical, casual& others during the 02 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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ANNEXURES - TERMS OF REFERENCES (ToR) & APPLICATION FORMAT**Annexure –I Sr. No. P1 – Medical Record/Finance Assistant UR-1****Name of the position –Medical Record/Finance Assistant****Major duties and responsibilities**

1. Maintenance & Medical Record keeping of all data of children admitted under SCoE4N in digital and Hand written format at AIIMS, Raipur.
2. Preparation of budget, Statement of Expenditure and audit reports related programme.
3. Procurement related file preparation (PPRF) and Liaoning with store department of AIIMS Raipur for further movement of procurement file.
4. To accomplish all financial task related to programme and to ensure smooth payment of pending bills.
5. Liaoning with AIIMS Raipur account department for proper clearances of file...
6. Maintenance of all data of children admitted under SCoE4N in digital and Hand written format at AIIMS, Raipur.
7. Record /Data maintenance of all research projects related to SCoE4N.
8. File keeping and data entry of meetings, administrative works, finances, equipment's of SCoE4N Keeping file records of all activities of center and preparations of letters or minute of meeting etc.
9. Keeping track record of data related to SCoE4N and makes them available in simplified statistical processed format.
10. All Administrative related work related to programme i.e. preparation of Statement of expenditure, Official note sheet & documents, PPRF (Purchase Proposal Request form), etc.
11. Reporting and completion of any work assigned by SCoE4N Project Director & UNICEF

No. of Position	01
Essential qualification	Applicants must have. Master degree in Commerce/Economics/Finance or any other stream from a recognized university/ With at least 3 years of progressive experience of working in government programme in handling/managing finance/accounts/Administration.
Experience	3-5 years of progressive experience of working with government programme in handling/managing finance/accounts. Candidates with higher number of years of work experience and working with UN agency shall be given priority.
Skills and competencies	Must have experience in handling/ managing finance/accounts/Administration related to programme. Managing all files, stocks related to programme.
Professional Fees	Rs. 40,000/- (Forty thousand rupees only)
Age limit	Below 40 years (as on the last date of application). Age relaxation may be given to deserving candidates by the competent selection committee (As per Government of India norms)
Location	State Centre Of Excellence for Nutrition Interventions ,Dept. of pediatrics- AIIMS Raipur, Chhattisgarh
Duration	The project duration is from Date of Joining to 10 November 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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The decision of the competent authority in all matters relating to recruitment shall be final and no further correspondence will be entertained.

Annexure - II: Sr. No. P2- Statistician/Data Manager- 01, No. of Posts - 01 (UR)

Name of the position: Statistician/ Data Manager

Purpose: Under the direct supervision of Principal Investigator- SCOE, State Nutrition Coordinator (MIS) will be placed with SCOE4N to analyze the situation of program with analytical findings and perform following duties.

Major duties and responsibilities (including but not limited to):

- Facilitate data analysis and review meetings with block and district officials/teams to review the programme indicators for nutrition and CMAM programme.
- Support state level review meetings with SCOE4N officials, District Coordinators, State and District officials and support staff through data analysis.
- Organize and conduct state level trainings on streamlining data systems and MIS to support CMAM and other nutrition interventions reporting mechanism.
- Support SCOE4N to develop online monitoring mechanism for district team and state officials and generate monthly monitoring reports.
- Documentation/ developing progress reports/ annual reports and sharing of best practices/success stories for various nutrition related MIS and CMAM programme.
- Facilitate planning and capacity development on MIS for CMAM, IYCF and AMB in collaboration with SCOE, UNICEF, DWCD and NHM.
- Develop quarterly self-assessment status based on the performance assessment tool.
- Share recommendations for strengthening of essential nutrition interventions.
- Collate learnings, good practices from different blocks and share at the district level.
- Any other task delegated by the authority.
- Reporting and completion of any work assigned by Project Director and Project Coordinator.
- Monthly/quarterly assessment of the data collected by the District Coordinators.
- Any other responsibilities/tasks provided by SCOE4N and UNICEF.

Eligibility criteria:

No. of position	01
Essential qualification	Applicants must have a post-graduate degree in Statistics, Information technology, Data management, Health Informatics, Public Health Nutrition, Health Management, Health Administration, Epidemiology/Social Science or related field.
Experience	• At least 3 years of experience of handling data especially in nutrition projects and the Health and ICDS system is essential. • Experience of managing programs with nutrition /health programs and knowledge of HMIS, POSHAN Tracker is preferred. • Experience of working at State level in close coordination with Government Officials is desirable. • Previous experience of working with any academia or UN organization will be of added value.



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Skills and competencies	• Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective relationships with governmental, non-governmental and civil society organizations. • Should be able to develop Applications/programmes for data management online. • Skills and knowledge in managing community based public health, livelihood, rural development and nutrition programs including capacity building is essential • Knowledge of computer applications (Word, Excel, Power Point, other presentation software) is must and knowledge and understanding of statistical tools like SPSS, STATA, Atlas TI, Epi Info etc. and familiarity with the KoBoToolbox, Google forms etc. added advantage. • Ability to work in harmony with the partners and maintaining poise in difficult situations. • Experience in data analysis and report writing is essential. • Excellent oral and writing skills both in Hindi and English is essential, knowledge of local language is an asset. • Willingness to travel to all districts of Chhattisgarh.
Professional Fees	Rs. 35,000 /- per month (Consolidated).
Age limit	Below 40 years (as on the last date of application).
Location	State Centre Of Excellence for Nutrition Interventions ,Dept. of pediatrics-AIIMS Raipur, Chhattisgarh
Duration	The project duration is from Date of Joining to 10 November 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. The decision of the competent authority in all matters relating to recruitment shall be final and no further correspondence will be entertained.



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ANNEXURE XII: APPLICATION FORMAT

Name of the Position applying:

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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)	



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Gender : (Male/Female/other	
Cast: (Gen/ST/SC/OBC/EWS)	

II. 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)

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

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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.

S N	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.						



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5.						
Total work experience		Year(s).....Month.....Day(s)				

- 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