



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात

All India Institute of Medical Sciences, Rajkot, Gujarat

Reference No: AIIMS/RAJKOT/RC/RECT/04

Date: 09.07.2024

ADVERTISEMENT for PROJECT STAFF under National Mental Health Survey-2 (NMHS-2) at All India Institute of Medical Sciences, Rajkot

Advertisement for the posts of NMHS Survey Co-ordinator and NMHS Survey Field Data Collector on contract basis under ad-hoc extramural project entitled "National Mental Health Survey in India Phase 2" funded by Ministry of Health and Family Welfare, Government of India and coordinated by NIMHANS, Bangalore in the state of Gujarat has been approved for which we need following manpower in Department of Community & Family Medicine, AIIMS Rajkot. The details are as follows:

Job location: Department of Community and Family Medicine, AIIMS, Rajkot

S. No	Name of Post	No of posts	Emoluments (Norms for Salary) in Rs	Remarks
1	NMHS Survey Coordinator	01	Consolidated Rs. 55,000/- per month; excluding local travel which will be borne separately as per norms.	
2	NMHS Survey Field Data Collector	07	Consolidated Rs. 45,000/- per month; excluding local travel which will be borne separately as per norms.	

(This is a ROLLING ADVERTISEMENT and walk-in interview will be conducted every 2nd and 4th Thursday of the month till the vacancies mentioned gets filled up.)

ELIGIBILITY CRITERIA:

S. No	Name of Post	Age limit	Educational Qualification
1	NMHS Survey Coordinator	Up to 40 years	<p>Essential:</p> <ul style="list-style-type: none"> • Master of Public Health / Psychology / Social work / Sociology/ rural development or related areas. <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year experience in conducting field survey related to mental health 2. Experience in working in projects/programs at State level 3. Demonstrated ability to liaison with different and multiple organizations at State/National Level. 4. Skills in planning and conducting research / survey related training programmes 5. Fluency to communicate in local language and multiple dialects. 6. Undertaken Health related field-based data collection 7. Ability to plan, coordinate field-based survey <p>Nature of Work:</p> <ul style="list-style-type: none"> • Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey, supervise field activities and liaison with local coordinators. • Candidates should have the experience of administering psychiatric survey instruments. <p>Duration:</p> <ul style="list-style-type: none"> • Initial appointment will be for 2 months and extended further for a maximum duration of 12 months depending upon the performance of the candidate.
2	NMHS Survey Field Data Collector	Up to 40 years	<p>Essential:</p> <ul style="list-style-type: none"> • Masters in Psychology / Social work / Sociology/ rural development or related areas <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in working in projects/programs at State level. • Demonstrated ability to liaison with different and multiple organizations at State/National Level. • Fluency to communicate in local language and multiple dialects. • Undertaken Health related field-based data collection. <p>Nature of Work:</p> <ul style="list-style-type: none"> • Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey, supervise field activities and liaison with local coordinators. • Candidates should have the experience of administering psychiatric survey instruments. <p>Duration:</p> <ul style="list-style-type: none"> • Initial appointment will be for 2 months and extended further for a maximum duration of 12 months depending upon the performance of the candidate.

NMHS 2 Survey co-ordinator	NMHS 2 Field Data Collector
<ol style="list-style-type: none">1. Undertake data collection in the field2. Planning for field data collection on a week to week basis.3. Monitor data collection on a daily basis and maintain status logs of survey activity4. Monitor the progress of the survey, supervise field activities and liaison with local authorities5. Ensure data backup on a daily basis regularly6. Prepare daily, weekly and monthly reports as per specified formats7. Do data checking/ editing for completeness	<ol style="list-style-type: none">1. Planning for field data collection and liaison with local authorities for data collection2. Undertake data collection in the field as per the plan3. Ensure data backup on a daily basis regularly4. Prepare daily and weekly reports and maintain records as per specified formats

Note:

- Age limit is relaxable up to 5 years for Government servants and SC/ST/OBC candidates in accordance with the instructions issued by the Department of Personnel and training from time to time in this regard.
- Age and all other qualification will be counted on the last date of submission of application (crucial date).

APPLICATION PROCESS

- Candidates meeting the age criteria and possessing the required qualification, experience, etc. and willing to work for the above-mentioned projects may apply and fill the Application Form in the prescribed format only and send it to the email on or before the last date and time of receipt of applications as mentioned above. There is no need to send hard-copy of any application form/documents at this stage.
- Interested candidates satisfying the eligibility criteria can submit their application in the prescribed format (Last two pages of this advertisement) along with the relevant documents by **24.07.2024** to e-mail: aiimsraj.rc.rect@gmail.com duly mentioning the subject of the E-mail “**Application for the post of NMHS Survey Coordinator or NMHS Field Data Collector, AIIMS, Rajkot**”
- Shortlisted candidates against each post will be displayed on the website of AIIMS Rajkot on **27.07.2024** by **5.00 PM** and these candidates will be called for Skill Test/Written Test/ Interview.
- Interview will be conducted on **01.08.2024** at **10.00 AM** onwards at AIIMS, Rajkot.
- Separate application should be submitted for each post, if applying for more than one post.
- One recent self-signed passport sized color photograph is to be affixed on first page of the Performa format.
- One set of photocopies of self-attested certificates of the following documents must be attached with the application form:
 - 1) Date of Birth proof
 - 2) Photo ID Proof (PAN Card, Aadhaar, Voter ID, Driving License, etc.) with Date of Birth.
 - 3) Educational qualification- 10th/12th/ graduate/ PG degree/ diploma certificate as applicable
 - 4) Mark sheets of respective educational qualifications.
 - 5) PhD certificate (if applicable)
 - 6) Registration certificate (if applicable).
 - 7) Experience certificates (if applicable).

SELECTION PROCEDURE

- The applications received will be scrutinized by the selection committee.
- Recruitments will be made through Interview.
- A written test will be conducted if the number of applicants for any post are more than 6 and the candidates qualifying the written test will only be interviewed.
- The list of candidates found eligible will be displayed on the institute website. The candidates are advised to check the website www.aiimsrajkot.edu.in for the date, time and venue for the interview or written test. No individual intimation regarding eligibility/call for interview shall be sent.
- Candidates appearing for the interview must possess the above mentioned documents in original at the time of interview.
- Selection is based purely on merit.

GENERAL TERMS AND CONDITIONS:

- The vacancies mentioned are as per the sanctioning of NIMHANS, Bengaluru for National Mental Health Survey - 2 (NMHS-2).
- Those candidates who are employed in Central Govt. /State Govt. /Union Territories/Statutory Bodies/ Research Organizations etc., should send their applications along with N.O.C. through proper channel. However, they may send an advance copy of their application along with requisite documents so as to reach this office on or before the scheduled last date of submission of application.
- Incomplete/unsigned applications, application not submitted in prescribed format and applications without supportive documents asked for, shall be summarily rejected. Qualification and experience should be in relevant discipline/field and from a institution/organization recognized by relevant authority.
- Submission of incorrect or false information during the process of filling of application form or interview shall disqualify the candidature at any stage.
- No TA/DA will be paid for attending the interview/written test.
- Mere fulfilment of the essential qualification/experience does not guarantee selection. The decision of the selection committee regarding appointment of candidates will be final and no representation will be entertained in this regard.
- Interested and eligible candidates can appear for interview/written test on the dates displayed on the website in due course of time. Interviews will be held after registration and verification of documents. No candidate will be allowed to enter after the scheduled date and time.
- Appointments will be given as per the guidelines of the NIMHANS, Bengaluru. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on Institutional website only.
- Principal Investigator, NMHS-2, AIIMS, Rajkot reserves all the rights for interpretation of any terms and conditions, or any query/questions arising in this context. The decision of competent authority, AIIMS, Rajkot will be final in all the respects.

SERVICE RELATED TERM AND CONDITIONS:

Recruitment on contractual basis on consolidated remuneration for above mentioned posts is as per the guidelines of NIMHANS, Bengaluru for NMHS-2 project. The conditions of employment are:

- All the posts are **purely temporary and contractual**. The engagement will be as per the NIMHANS, Bengaluru for NMHS-2 project. The candidate has no right to claim for regular appointment. Selected candidates will not be eligible for any benefits of the permanent employee.
- Selected candidate(s) so appointed will not be entitled for any other financial/non-financial Benefits / facilities, or any special allowances except fixed consolidated emoluments excluding local travel which will be borne separately as per NIMHANS, Bengaluru for NMHS-2 project.
- The selected candidates should produce willingness certificate/acceptance certificate for all the terms and conditions issued at the time of appointment and should enter the contractual agreement in this regard.
- The candidate appointed shall work as per the duty assigned by the PI, NMHS-2, AIIMS, Rajkot.
- Selected candidates may have to go on field visits and travel outstation for any need under the project.
- If the performance of the candidate is not satisfactory during any part of the tenure, the services of the candidate may be terminated with a notice period of 1 month. In case the candidate wishes to leave the contract, they may choose to do so with a notice period of 1 month.
- The appointment may be renewed subject to budget grant from the funding agency, satisfactory performance of the candidate.
- The candidate(s) appointed will not be considered as regular employee of AIIMS, Rajkot/Govt. of India, and will not be entitled for any service benefits in this regard. Further, the service of candidate will not be considered as a continuous service at the time of applying/appointment of any other post(s) of the Government of India or AIIMS, Rajkot.

-Sd-

**Principal Investigator
NMHS-2,
AIIMS, RAJKOT**

APPLICATION FORM

Paste Passport size color
Photograph with white
background (do not staple)

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**Application for the post of _____ on Contractual Basis for
NMHS-2, AIIMS Rajkot (Gujarat)**

Sir,

In response to your advertisement for recruitment of Project positions for National Mental Health Survey -2, of All India Institute of Medical Sciences, Rajkot I hereby apply for the Post of ___ on Contractual Basis. My Bio-data is given below:

Name of the Candidate (in block letters)			
Father's/ Husband's Name			
Permanent Address			
Road/ Street Name/ Village			
Municipality/ City/ Town			
P.O		P.S/ Thana	
District		Pin Code	
Contact No (landline)		Mobile No.	
Email Id			
Date of Birth		Age as on 24.07.2024	
Religion		Sex (Male/Female/Other)	
Nationality			
Photo identity Proof (give attested supporting documents)			

EDUCATIONAL QUALIFICATIONS: (Attach attested copies)					
Academic qualifications	Board/ University Name	Name of the stream/Course	From	To	Percentage
10 th					
12 th					
Diploma					
Graduation					
Post Graduation					
Ph D					

Experience Detail: (Attach attested copies)				
Name of Institute/ Organization	Duration From	Duration To	Position Held	Total experience in years

Details of Publication (Vancouver style): Attach Copies of the published Research Work, attach separate sheet if required

S.No.	Details of Publication (Vancouver style):	Indexed/ Non-Indexed	Impact Factor

DECLARATION:

I hereby solemnly declare that the information given in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidatures/appointment shall be summarily rejected or terminated without any notice

Place:

Date:

Signature of candidate

List of Enclosures (Attested Copies):

1. Photo ID Proof (PAN Card, Aadhaar, Voter ID, Driving License, etc.) with Date of Birth.
2. Educational qualification- 10th/12th/ graduate/ PG degree/ diploma certificate as applicable
3. Mark sheets of respective educational qualifications.
4. PhD certificate (if applicable)
5. Registration certificate (if applicable)
6. Experience certificates
7. Research publications (if applicable)
8. NOC Certificate (from present employer)
9. Any other relevant document