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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family Welfare)  
भारत सरकार/ Government of India

Letter No.

AIIIM/Deo/psy/22-23/177/Recruitment notice

Date: 02/01/2023.

**NOTIFICATION**

Subject: Recruitment for the following posts on a purely temporary basis in the Extramural Research Project titled "Strengthening commitment to tobacco control through stronger participation of medical institutions to counter tobacco industry interference."

Applications in the prescribed format are invited for the following posts on a purely temporary basis for the **International Union Against Tuberculosis and Lung Disease (The UNION)** funded project titled "*Strengthening commitment to tobacco control through stronger participation of medical institutions to counter tobacco industry interference.*" under Principal Investigator Prof. (Dr.) Saurabh Varshney, Executive Director, and CEO, AIIMS Deoghar, as per the details given below:

**1. Project Coordinator**

<b>No of post</b>	1 (One)
<b>Name of the post</b>	Project Coordinator for a project titled "Strengthening commitment to tobacco control through stronger participation of medical institutions to counter tobacco industry interference."
<b>Educational Qualification</b>	<b>Essential:</b> <ol style="list-style-type: none"><li>1. MD in Community Medicine or Community and Family Medicine</li><li>2. MBBS</li><li>3. BDS</li><li>4. MPH (Masters in Public Health)</li><li>5. MDS in Community Dentistry</li></ol> <p>(For SL no 2,3,4 Minimum of 5 years of experience in disease surveillance/public health management/public health epidemiology/public health research experience in Tobacco control at the national/state level is preferred.</p>
<b>Job Profile</b>	Responsible for overall project management, scheduling and conducting virtual and offline training and meetings, mapping

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	resources, analysing the data, maintaining timelines, coordinating surveys, and preparing reports. Publication in a peer-reviewed journal. Coordinate with PI for all projects related activities. N.B: Any other time-to-time assignments given to him/her per the project's requirement.
<b>Desirable</b>	Has experience working in the field of Addiction Medicine and/ or Public Health. Computer knowledge (e.g., MS Office, MS Word, Ms Excel). Proficiency in Hindi and English language
<b>Upper Age Limit</b>	35 years
<b>Pay (Consolidated)</b>	INR 87000 per month
<b>Duration of post</b>	12 months and extendable up to 2 years based on performance
<b>Place of posting</b>	AIIMS, Deoghar, with field visits

2. Research Associate

<b>No of post</b>	1 (One)
<b>Name of the post</b>	Research Associate for a project titled "Strengthening commitment to tobacco control through stronger participation of medical institutions to counter tobacco industry interference."
<b>Educational Qualification</b>	<b>Essential:</b> PhD/MD/MS/MDS MSc (Life Sciences)/MA (Social Sciences)/MSW with 3 years of research experience OR MBBS/BDS/MVSc/M. Pharm/ME/M. Tech Degree holders having 3 years of research experience with at least one research paper in SCI (Science Citation Index) journal
<b>Job Profile</b>	Organising training programs for stakeholders. Preparation and supervision of field visits as per the project requirement. Conduct

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	literature review, primary data collection, stakeholder interviews, statistical analysis, report writing etc. Coordinate with PI for all project-related activities. N.B: Any other time-to-time assignments given to him/her per the project's requirement.
Desirable	<ul style="list-style-type: none"><li>• Previous experience working on community-based projects.</li><li>• Has experience working in the field of Addiction Medicine and/ or Public Health.</li><li>• Computer knowledge (e.g. MS Office, MS Word, Ms Excel).</li><li>• Proficiency in Hindi and English language</li></ul>
Upper Age Limit	35 years
Pay (Consolidated)	INR 65,000 per month
Duration of post	12 months and extendable up to 2 years based on performance
Place of posting	AIIMS, Deoghar and field visits

3. Administrative cum Financial Assistant

No of post	1 (One)
Name of the post	Administrative cum Financial Assistant for a project titled "Strengthening commitment to tobacco control through stronger participation of medical institutions to counter tobacco industry interference."
Educational Qualification	<b>Essential:</b> A University degree in administration or finance or other relevant areas is preferred (BBA/MBA/B. Com/M. Com, etc) with at least 2 years of experience in administrative/secretarial work for a bachelor's degree and 1 year for a master's degree holder.
Job Profile	Administrative support:

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	<p>Assist in procuring equipment and monitor the flow of equipment for the project; Ensure that all office equipment is maintained in good condition regularly; Ensure general office supplies (stationery, reception) are attained; Assist in sending and collecting the letters and documents from/to the project office; Assist to maintain the filing systems of administrative documents; Assist to organise meetings, workshops, seminars and general office events; Assist to provide logistics support (visa application, accommodation, air tickets, transportation, etc.) and maintain good communication with visitors, guests, counterparts, project staff, and consultants; Carry out other tasks assigned by the management team.</p> <p>Financial support:</p> <p>Enter data of cash payments of project office; Assist in scanning and maintaining the filing systems of financial documents; Prepare electronic bank transfers under the instruction and control of the PI; Assist in carrying out other financial activities as assigned.</p> <p>N.B: Any other time-to-time assignments given to him/her per the project's requirement.</p>
<b>Desirable</b>	<ol style="list-style-type: none"><li>1. computer knowledge (e.g., MS Office, MS Word, Ms Excel).</li><li>2. Proficiency in Hindi and English language</li></ol>
<b>Upper Age Limit</b>	35 years
<b>Pay (Consolidated)</b>	INR 32,000 per month
<b>Duration of post</b>	12 months and extendable up to 2 years based on performance
<b>Place of posting</b>	AIIMS, Deoghar

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**Instructions:**

All candidates should submit the filled application in the prescribed format and Biodata on the day of Walk-In-Interview and should appear in person for Walk-In-Interview along with All relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications, and relevant experience, on ~~20~~ 20/01/2023 at 09:00 AM at the following address:

**Venue of the interview:**

Conference hall, Ayush Building, Devipur campus,  
All India Institute of Medical Sciences, Deoghar, Jharkhand- 814152

**General Terms & Conditions:**

1. Reporting time for candidates starts at 09:00 AM on ~~20~~ 20/01/2023 and closing time to report for an interview is 10:00 AM on ~~20~~ 20/01/2023, after which no additional candidates would be entertained for the interview.
2. The above posts are filled up purely temporarily, co-terminus with the project & the candidate will have NO right to claim permanent Employment under AIIMS, Deoghar continuation of his/her services in any other project.
3. No enquiries shall be entertained after the due date.
4. All educational professional and technical qualifications should be from a recognised Board/ University and full-time.
5. Post may increase/decrease as per requirement and at the sole discretion of the Research Section, AIIMS, Deoghar.
6. The specified experience requirement should be acquired after obtaining the minimum educational qualifications required for the post.
7. Persons working in Govt. or Public Sector undertaking should produce a "No Objection Certificate" at the time of the Interview.
8. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
9. This position will be purely on a temporary/contractual basis for the specified period and based on the project.



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10. The salary is a consolidated sum without other benefits based on the candidates' experience, qualifications, skill set, etc.
11. Canvassing in any form will be a disqualification.
12. Age Relaxation: Age relaxation for SC, ST and OBC candidates will only be given against reserve posts. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.
13. Age / Education qualification / Experience will be considered till the late date of the advertisement.
14. Application fees of Rs. ....for General & OBC candidates and Rs. .... for SC/ST/PWD candidates in the form of a Demand Draft drawn in favour of ....., payable at.....to be submitted along with the application.
15. Anyone joining any of the above posts shall not be allowed to resign from the post within six months of joining the post. Candidate may resign from the post by giving 1-month prior intimation or paying one month of their salary.

The candidates must submit the following documents on the day of the interview.

1. Curriculum Vitae
2. Filled application form (copy attached)
3. 2 recent passport-size photographs (1 affixed on the application form)
4. Proof of Age (Matriculation certificate)
5. Caste Certificate (if applicable)
6. Degree certificate in support of the 'educational qualifications mentioned above.
7. Registration certificates from appropriate authorities for the post
8. Any other qualifications/testimonials.
9. Experience Certificate (if any) (NOC from the present employer)
10. A photo identity proof

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Post applied

.....Under advt. No.....

Fee Details: (if applicable)	D.D. No. _____	Bank name _____	Date. ____
1. Name (in BLOCK letters)			Affix recent passport-size photo
2. Father's Name			
3. Date of Birth			

(Please attach an attested copy of the relevant certificate)

4. Permanent Address						
5. Address for correspondence						
6. Mobile No. /Tele. No.				7. Citizenship		
7. E-mail id				9. Gender (M/F)		
8. Category		S C	S T	O BC	OP H	EW S

(Please tick (✓) the appropriate category and attach an attested copy of the relevant certificate if seeking Reservation)

9. Educational Qualification				
	Exam Passed	Name of Institute	Year of Passing	Grade/Percentage
1	10 <sup>th</sup>			
2	12 <sup>th</sup>			

\*Attach a separate sheet with attested copies of relevant documents if required.

10. Details of education					
S.No	Professional Education	Year of final exam	Name of the institute/university	Percentage/pass	No. of attempts

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Attach attested copies of relevant documents.

11.	Experience				
	Experience as	Name of Institute	From (date)	To (date)	Remarks
1					
2					
3					

\*Attach attested copies of relevant documents.

**Declaration**

I Dr/Mr./Mrs./Miss.....S/o/ D/o ..... do hereby declare and affirm that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and nothing has been concealed thereon. If any information is found false or incorrect or ineligible detected at any point in time, my candidature shall be liable to be rejected without any notice. I further declare that I fulfil all the conditions of eligibility regarding age limit, educational qualification, experience, etc., prescribed for the post. I am not employed in any other Government Institution/ Autonomous body (OR) I am employed with ..... Government Institution/ Autonomous body, and if selected, I shall join duty only after acceptance of my resignation from my current employer.

Signature of candidate

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Checklist of Certificates	
1. Date of Birth proof (Class X Certificate)	
2. 2 recent passport size photograph (1 affixed on the application form)	
2. Graduation Mark Sheets (as applicable)	
3. Graduation Degree Certificate (as applicable)	
4. Post-Graduation Mark Sheets (as applicable)	
5. Post-Graduation Degree Certificate (as applicable)	
7. Registration certificate from MCI/ State Medical Council/ RCI	
8. NOC from the present employer (If employed)	
9. Certificate of SC/ST/OBC (Non-Creamy Layer)/OPH/EWS from the competent authority	
10. Experience Certificate (if any)	
11. Photo Identity Proof	

*[Handwritten signatures and marks]*