



All India Institute of Medical Sciences (AIIMS) Kalyani
(Statutory Body under the Aegis of Ministry of Health and Family Welfare , GOI)
NH-34 Connector ,Basantapur , Saguna , Kalyani , District Nadia , West Bengal 741245

D-23011/620/24(psy)

RECRUITMENT NOTIFICATION

All India Institute of Medical Sciences, Kalyani is conducting an interview to fill the following posts on contract basis for the project entitled “National Mental Health Survey in India 2” funded by Ministry of Health and Family Welfare, Government of India and coordinated by NIMHANS, Bangalore in the state of West Bengal under Dr. Sukanto Sarkar, Additional Professor, Department of Psychiatry and Dr. Ritesh Singh, Additional Professor, Department of Community Medicine and Family Medicine as Principal Investigator.

Eligible candidates fulfilling the criteria may appear with their Curriculum Vitae and Testimonials in ORIGINAL, as well as set of photo copies. Candidates will be selected based on the performance in the Interview.

Sl. No.	Name of Post	No. of Posts	Qualification	Nature of Work	Maximum Age	Monthly Salary	Duration
1	NMHS Survey Co-ordinator	01	Essential Qualification: Master of Public Health / Psychology / Social work /Sociology/ rural development or related areas Desirable Qualification: 1. One year experience in conducting field survey related to mental health 2. Experience in working in	Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey; supervise field activities	45 years	Consolidated Rs.55,000/- per month; excluding local travel which will be borne separately	Initial appointment will be for 2 months and extended further depending upon the performance of the Candidate.

			<p>projects/programs at Statelevel</p> <ol style="list-style-type: none"> 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>and liaison with local coordinators. Candidates should have the experience of administering psychiatric survey instruments</p>			
2	NMHS Survey Field Data Collector	07	<p>Essential Qualification: Masters in Psychology / Social work / Sociology/ rural development or related areas</p> <p>Desirable Qualification:</p> <ol style="list-style-type: none"> 1. Experience in working in projects/programs at State level. 2. Demonstrated ability to liaison with different and multiple organizations at State/National Level. 3. Fluency to communicate in local language and multiple dialects. 4. Undertaken Health related field-based data collection 	<p>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>	45 years	Consolidated Rs.45,000/- per month; excluding local travel which will be borne separately	Initial appointment will be for 2 months and extended further depending upon the performance of the candidate.

Specific responsibilities:

NMHS 2 Survey co-ordinator	NMHS 2 Field Data Collector
<ol style="list-style-type: none"> 1. Undertake data collection in the field 2. 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 activity 4. Monitor the progress of the survey, supervise field activities and liaison with local authorities 5. Ensure data backup on a daily basis regularly 6. Prepare daily, weekly and monthly reports as per specified formats 7. Do data checking/ editing for completeness 	<ol style="list-style-type: none"> 1. Planning for field datacollection and liaison with local authorities for data collection 2. Undertake data collection in the field as per the plan 3. Ensure data backup on a daily basis regularly 4. Prepare daily and weekly reports and maintain records as per specified formats

Note: The candidate must be willing to undertake other responsibilities as may be assigned from time to time by the PI or Co-PI.

The above post is to be filled purely on a contractual basis for a period of 2 months (which may be extended depending on the performance of the candidate, as per approval from competent authority). Eligible candidates may apply on the attached proforma/annexure. The filled-up application form along with certificate of age, qualification, experience should be emailed to nmhs2survey@gmail.com.

Along with this all documents need to be mandatorily uploaded to the following Google link https://docs.google.com/forms/d/e/1FAIpQLSegMJULnr2uV7nVGgYudwXQ4qSgP2YMC41A06zU-ndscGNhrUQ/viewform?usp=sf_link

The last date of submission of the application will be 10 days after the advertisement notice on the institute webpage (i.e., latest by 11:59 midnight of 16/08/2024. No application thereafter will be accepted under any circumstances.

TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material or information, he/she will be liable for removal from service and also such other action as the competent authority may deem necessary. Even after qualifying in the selection process the candidate may be rendered disqualified at the time of document verification if he/she does not fulfill essential eligibility criteria.
2. Tenure: The assignments are purely on contract basis for a period of 2 months (which may be extended maximum depending on the performance of the candidate as per approval from competent authority). These Appointments will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS, Kalyani or continued contractual appointment.
3. Expiry of Contract: The contract will automatically expire on completion of project or earlier in case of withdrawal of support by funding agency. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
4. Leave: The leave entitlement of the appointee shall be governed in terms of the AIIMS Kalyani policy.
5. Accommodation: No hostel or any other accommodation will be provided by the institute.
6. Canvassing of any kind will lead to disqualification.
7. The prescribed qualification is minimum and mere possessing the same does not entitle for selection.
8. Applications incomplete in any aspect will be summarily rejected and no intimations / requests will be made to the candidate in this regard. Candidates who will be called for the final interview will be based on the complete discretion of the Screening Committee and no intimations will be given/ sent to the candidate in this regard.
9. Decision of the Selection Committee at AIIMS Kalyani regarding selection of candidates will be final and no representation in any manner will be entertained in this regard.
10. The appointment is full time and private practice of any type is prohibited.
11. He/ she are expected to conform to the rules of conduct and discipline as applicable to the institute employees.
12. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
13. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
14. Interview will be held at AIIMS Kalyani. No TA/DA will be paid for attending the same.
15. Information pertaining to this advertisement will be displayed on the AIIMS website i.e. <https://aiimskalyani.edu.in/>.
16. Eligible candidates will be called for interview through email - hence candidates are requested to provide a relevant email which they access daily.
17. No individual intimation will be sent by AIIMS Kalyani to applicants in any other form apart from email. It will be the responsibility of applicants to visit the institute website or check their emails regularly
18. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
19. The selected candidates shall be employed under extramural project, NOT directly under AIIMS Kalyani.
20. All disputes will be subjected to the jurisdictions of the court of law at Kolkata.

Annexure: Application Form

1. Full Name (Block Letters):
2. Sex: Male/ Female
3. Marital Status: Married/ Unmarried
4. Father's/ Husband's Name:
5. Mailing Address:
6. Mobile Number:
7. Email:
8. Permanent Address:
9. Date of Birth:
10. Category: General/ OBC/ SC/ ST (Attached attested copy of certificate)
11. State of Domicile:
12. Nationality:



13. Educational Qualification:

Examination Passed	Year of Passing	Obtained marks/ Full marks	Percentage of Marks	Class/ Division	University/ Institution
Matric/ S.S.C.					
Intermediate					
Graduation					
Others					

14. Work Experience:

Post Held (Indicate Temporary/ Permanent)	Period		Total Period			Pay Scale	Employer's Address
	From	To	Yrs.	Months	Days		

15. Present Employment/ Post held (if any):
16. If selected, what notice period would you require before joining:

Date:

Signature of Candidate