



**All India Institute of Medical Sciences, Raipur  
Tatibandh, G. E. Road, Raipur, PIN: 492 009**

Official Reference: CFM/Swabhimaan /001

Date: 16/12/2016

**Recruitment for Swabhimaan Baseline Survey on contractual basis**

UNICEF and State Rural Livelihood Mission (SRLM) in Chhattisgarh have partnered to initiate a collaborative project (Swabhimaan) to improve the nutritional status of girls and women before conception, during pregnancy, and after birth in Bastar block of Bastar district of Chhattisgarh. The project focuses on adolescent girls, newlywed women, pregnant women and mothers of children under two years.

In this context, UNICEF has partnered with the All India Institute of Medical Sciences (AIIMS), Raipur through its Department of Community Medicine and Family Medicine to conduct the baseline survey for Swabhimaan project in Bastar district of Chhattisgarh. The Institute invites applications for a Senior Research Officer (One position), Junior Research Officer (One position), Accountant (One position) and Data Entry Operator (Two positions).

The essential qualifications, experience, consolidated professional fees and contract duration for the said posts are described as under:

A. Research Officers - Senior Research Officer (One position), Junior Research Officer (One position)

|                                    | <b>Senior Research Officer</b>   | <b>Junior Research Officer</b>  |
|------------------------------------|--|---|
| <b>Duties and responsibilities</b> | <ul style="list-style-type: none"><li>• Coordinating and liaisoning of project activities with relevant stakeholders, preparing research tools, SOP and training manual, facilitating field testing and finalization of the tools</li><li>• Contribute to research/ project strategy, design, analysis and preparation of research reports</li><li>• Conducting desk and internet research, literature review, data analysis and maintaining a database of relevant research studies and reports produced by other organizations</li><li>• Tracking and analysis of project activities and outputs, and preparation and presentation of analytical reports for internal and external audiences</li></ul> | <ul style="list-style-type: none"><li>• Provide support for smooth coordination between the field activities and other relevant stakeholders</li><li>• Supervise and provide handholding support to the Field Investigators to carry out the functional responsibilities</li><li>• Monitor and guide the process of data collection and manage the data carefully to ensure the safety</li><li>• Under the guidance of the Principal Investigator, facilitate training, data entry and cleaning ensuring the data quality and safety</li><li>• Guide and monitor the Field Investigators and work as a team with all the project staffs</li></ul> |

|                                | <b>Senior Research Officer</b>  | <b>Junior Research Officer</b>   |
|--------------------------------|---|--|
|                                | <ul style="list-style-type: none"> <li>• Under the guidance of the Principal Investigator, facilitate training, data entry, cleaning, analysis and drafting the report in the specified template</li> <li>• Imparting training to field investigators and ensuring quality of data collection</li> <li>• Ensure timely reporting of activities and progress updates with line managers</li> <li>• Conduct review meetings and submit reports on the progress of activities time to time.</li> <li>• Guide and monitor the Junior Research Officer and work as a team with all the project staffs</li> </ul> |  |
| <b>Functional competencies</b> | <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills</li> <li>• Should have acknowledged capabilities in partnership management</li> <li>• Strong analytical, reporting, training and writing abilities skills</li> <li>• Ability to handle large scale planning &amp; MIS</li> <li>• Ability to plan, organize, implement and report on work.</li> </ul>   | <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills</li> <li>• Ability to handle large scale planning &amp; MIS</li> <li>• Ability to train, plan, organize, implement and report on work.</li> </ul>   |
| <b>Core competencies</b>       | <ul style="list-style-type: none"> <li>• Demonstrates integrity and ethical standards</li> <li>• Positive, constructive attitude to work</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Ability to work independently as well as in the team</li> </ul>  | <ul style="list-style-type: none"> <li>• Demonstrates integrity and ethical standards</li> <li>• Positive, constructive attitude to work</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Ability to work independently as well as in the team</li> </ul> |

|                                 | <b>Senior Research Officer</b>   | <b>Junior Research Officer</b>   |
|---------------------------------|--|--|
| <b>Education</b>                | <ul style="list-style-type: none"> <li>◦ MD in Community Medicine/PSM</li> <li>◦ PhD/M. Phil. in Population studies/ Biostatistics &amp; Epidemiology;</li> <li>◦ M.P.S. (Master of Population Studies)</li> <li>◦ Master in Public Health/ Social Epidemiology/ Health Administration</li> </ul>  | <ul style="list-style-type: none"> <li>◦ Master in Sociology/ Social Work/ Anthropology/ Home Science</li> <li>◦ Additional course in Public Health and Nutrition will be preferred</li> </ul>   |
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>• Should have minimum 3 to 5 years of research experience</li> <li>• Should have a multidisciplinary perspective in social sciences with strong applied quantitative background and at least two years experience of conducting independent research.</li> <li>• Should be proficient in the use of Statistical Software packages like STATA and SPSS; able to handle and analyse large-scale survey data; and supervise primary data collection in field locations.</li> <li>• Should have knowledge of documentation &amp; report writing, preparation of case studies, standard operating procedures and training manual for research.</li> <li>• Proficiency in MS-word, excel, Power point etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Should have minimum 2 to 4 years of experience in conducting field based research</li> <li>• Should be able to handle large-scale survey data; and supervise primary data collection in field locations.</li> <li>• Should have knowledge of documentation &amp; report writing</li> <li>• Proficiency in MS-word, excel, Power point etc.</li> </ul> |
| <b>Language</b>                 | <ul style="list-style-type: none"> <li>• English and Hindi.</li> <li>• Ability to translate from Hindi to English (and vice-versa) and write report in English</li> </ul>  | <ul style="list-style-type: none"> <li>• Hindi and English</li> <li>• Ability to translate from Hindi to English (and vice-versa)</li> </ul>   |
| <b>Duration of the contract</b> | 6 months   | 6 months   |
| <b>Professional fees</b>        | INR. 1,00,000.00 per month   | INR. 60,000.00 per month   |

B. Office Support Staff - Accountant (One position) and Data Entry Operator (Two positions).

|                                    | <b>Accountant</b>  | <b>Data Entry Operator</b>  |
|------------------------------------|--|---|
| <b>Duties and responsibilities</b> | <ul style="list-style-type: none"> <li>i. Keep track and maintain database of funds released under the project by UNICEF.</li> <li>ii. Provide support to all the activities for the timely utilisation of the approved budget in different heads and ensure its record keeping.</li> <li>iii. Process bills for timely payment/re-imburement of all expenditures incurred under the project including monthly remuneration of the project office and field staff thus ensure timely payment for all the activities to vendors/project staff.</li> <li>iv. Preparing the essential monthly and quarterly financial reports/utilisation certificates as per prescribed format of UNICEF. Ensuring its timely submission.</li> <li>v. Liaison with the UNICEF for the project financial reports, fund request, utilisation certificates etc</li> <li>vi. Any other financial related activities of the project that may be assigned by the AIIMS and UNICEF</li> </ul> | <ul style="list-style-type: none"> <li>i. To do all data entry related work like data entry, data cleaning under base line survey as per the defined process/software.</li> <li>ii. Keeping records of all survey forms.</li> <li>iii. Creating and maintaining of all files/records under the project.</li> <li>iv. Typing (In English and Hindi) of all letters required for the communication under the project.</li> <li>v. Maintaining the outgoing / incoming letters record. To place timely all the incoming mails/letters to AIIMS for necessary actions.</li> <li>vi. To compile the monthly/quarterly reports under the project.</li> <li>vii. To deliver different tasks directed by AIIMS time to time.</li> </ul> |
| <b>Education</b>                   | <ul style="list-style-type: none"> <li>◦ Post Graduate degree in Commerce/Accounting or C.A/ICWA (Intermediate level) pass from recognised university.</li> </ul>  | <ul style="list-style-type: none"> <li>◦ Graduation from recognised university along with diploma or post graduate diploma in computer application.</li> </ul>  |

|                                 | <b>Accountant</b>  | <b>Data Entry Operator</b>   |
|---------------------------------|--|--|
| <b>Core competencies</b>        | <ul style="list-style-type: none"> <li>◦ Knowledge of administrative system and procedures.</li> <li>◦ Computer skills, especially in the use of Tally, MS Word, Power Point and Excel;</li> <li>◦ Oral and written communication skills in English Language.</li> </ul>                       | <ul style="list-style-type: none"> <li>◦ Computer skills, especially in the use of MS Word and Excel;</li> <li>◦ Good typing speed.</li> </ul> |
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>◦ At least 2 years' experience in accounting in State/Private Sector/International Organization/Any other reputed organisation with exposure to budgeting, audit, financial rules and bank system;</li> <li>◦ Maximum age limit is 45 years.</li> </ul> | <ul style="list-style-type: none"> <li>◦ Any experience of data entry work at least for 1 year.</li> </ul>                                     |
| <b>Language</b>                 | <ul style="list-style-type: none"> <li>◦ English and Hindi.</li> </ul>   | <ul style="list-style-type: none"> <li>◦ Hindi and English</li> </ul>  |
| <b>Based at</b>                 | <ul style="list-style-type: none"> <li>◦ The position is based in AIIMS, Raipur.</li> </ul>  | <ul style="list-style-type: none"> <li>◦ The position is based in AIIMS, Raipur.</li> </ul>  |
| <b>Duration of the contract</b> | <ul style="list-style-type: none"> <li>◦ 6 months</li> </ul>   | <ul style="list-style-type: none"> <li>◦ 6 months</li> </ul>   |
| <b>Professional fees</b>        | INR. 20,000.00 per month   | INR. 15,000.00 per month   |

### **How to apply**

Advertisement and Application Form is hosted at [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in). Application can be filled online at [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in). The printed copy of the on-line application and the attested photocopies of supporting documents/certificates along with the originals must be brought at the time of interview.

If not filled online, then the hard copy of duly filled application in the prescribed format along with attested photocopies of supporting documents/certificates should be sent to The Administrative Officer, All India Institute of Medical Sciences, Raipur, Tatibandh, G.E. Road, Raipur – 492099 by Speed Post/ Registered Post; super scribing the envelope “Application for the post of \_\_\_\_\_ on contractual basis for 06 (six) months for Swabhimaan Baseline Suervey”. The application should be received by AIIMS, Raipur within 7 days of the date of advertisement.

### **Terms & conditions:**

- These are tenure based vacancies under funded project and are not employment from AIIMS, Raipur pay roll. Employment will automatically terminate upon completion of the project and there is no liability for permanent employment on AIIMS, Raipur or on Principal Investigator. Also the candidate has no right to claim permanent employment based on this job.
- Selected Research Officers have to carry out extensive touring.
- No TA/DA will be paid for attending the interview.



All India Institute of Medical Sciences, Raipur  
Tatibandh, G.E. Road, Raipur - 492 099

## **APPLICATION PROFORMA**

1. Post applied for:
2. Full name in block letters:
3. Father's/ Husband's Name:
4. Date of Birth:
5. Age:
6. Gender:
7. Permanent Address:
8. Present Address:
9. Contact Mobile Number:
10. Email id:

**Paste one  
pass port  
size  
photograph**

11. **Details of Qualification** (In reverse order, starting from the most recent):

| <b>Sl. No</b> | <b>Degree</b> | <b>Year of passing</b> | <b>University</b> |
|---------------|---------------|------------------------|-------------------|
|               |               |                        |                   |
|               |               |                        |                   |
|               |               |                        |                   |
|               |               |                        |                   |

12. **Details of Experience:**

| <b>Sl. No</b> | <b>Experience as/in</b> | <b>Name of organization</b> | <b>Duration (From - To)</b> |
|---------------|-------------------------|-----------------------------|-----------------------------|
|               |                         |                             |                             |
|               |                         |                             |                             |
|               |                         |                             |                             |

13. **Any other important information:**

|  |
|--|
|  |
|--|

### **Declaration**

I hereby declare that the information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/ false, my candidature/ services are liable to be terminated.

Place:

Date:

Signature of the Candidate