



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
MANGALAGIRI (ANDHRA PRADESH)

Advertisement for recruitment of Project staff for

UNICEF PARC PSC Project

AIIMS/MG/CFM/Rec/Proc/PARC & PSC/2024/01

Date: 22.03.2025

Counsellor 1 (ONE) post

Project Assistant 1 (ONE) post

Project Technical Officer 2 (Two) Posts

These posts will be **Purely Contractual** the selected candidates shall have no claim for permanent post following the completion of the tenure.

UNICEF PROJECT TITLE: "Establishment of Paediatric and Adolescent Resource Center" Adolescent Health and Psychosocial Support.

A walk-in interview will be held for the following posts as per the given schedule for a UNICEF funded project titled "Establishment of Paediatric and Adolescent Resource Center" Adolescent Health and Psychosocial Support.

SI No	Post	No of Posts	Eligibility	Duration	Emoluments (Consolidated monthly)	Upper Age limit
1	Counsellor	1	<u>Essential:</u> B.Sc. or equivalent with 3 years experience <u>Desirable:</u> 1. Knowledge of adolescent Health and Counselling 2. Knowledge of dietary software's 3. Knowledge of computer operations. 4. Fluency in spoken and typing Telugu and English	6 months	Rs 23815/-	35

2	Project Assistant	1	<p><u>Essential:</u> B.Sc. or equivalent with 3 years experience</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience in E-Office 2. Experience in Accounting and Procurement 3. Experience in Stock Management 4. Experience on designing software in Canva or equivalent 5. Experience in Data management on google sheets or equivalent 6. Fluency in spoken and typing Telugu and English 	6 months	Rs 23815/-	35
3	Project Technical Officer	2	<p>Master of Social Work (MSW)/ Psychology / Social work / Sociology/ rural development or related areas</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. One year experience in conducting field survey related projects in Adolescent 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 	6 Months	Rs. 26500/-	40-45

			and conducting training programme			
			5. Fluency to communicate in local language and multiple dialects			
			6. Undertaken Health related field-based data collection			

- The above job demands field travel with in Andhra Pradesh in all the 26 districts.

INSTRUCTIONS TO CANDIDATES

- 1 Age limit will be applicable as on the date of interview.
- 2 Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- 3 Upper age limit may be relaxed as per Govt. of India rules.
- 4 The posts will be **Purely Contractual** for defined period or till the completion of the project whichever is earlier and the selected candidates shall have no claim for permanent post following the completion of the tenure.
- 5 Field visits will be required by the selected candidates and no additional remuneration will be paid for the same.
- 6 Written tests may be conducted if the number of candidates applied is more.
- 7 No TA/DA will be provided for attending the interview.
- 8 Part time engagement will not be allowed under the project.
- 9 Valid email id and mobile number is compulsory.
- 10 No other allowance/ facilities other than consolidated salary shall be extended.
- 11 Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- 12 If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
- 13 The appointee may be relieved from the current job position, with one-month prior notice, failing to do so may be held responsible for paying one month salary.
- 14 All interested candidates must mail their updated CV on or before 31. March. 2025, 5.00 PM to community.medicine@aiimsmangalagiri.edu.in
- 15 The provisional schedule is given below:

Sl. No	Post name	Venue:	Reporting time for registrations	Date & time for Documents verification & Registration	Date of walk-in interview
1	Counsellor	Ground floor, Admin Building	8.00 am	1 April 2025 9.00 to 12.00 pm	1 April 2025 11.00 am to 02.00 pm
2	Project Assistant	Ground floor, Admin Building	8.00 am	1 April 2025 9.00 to 12.00 pm	1 April 2025 11.00 am to 02.00 pm
3	Project Technical Officer	Ground floor, Admin Building	8.00 am	1 April 2025 9.00 to 12.00 pm	1 April 2025 10.00 am to 02.00 pm

- 16 Candidates reporting after 11.00am will not be permitted for registration, documents Verification and walk-interview.
- 17 Please come prepared to stay one more day after the schedule date, in case, schedule overruns.
- 18 Please make your own arrangements at your cost for your stay in for attending the walk-in interview, during the period.
- 19 No enquiries in this regard, whatever may be will be entertained.
- 20 Please visit AIIMS Mangalagiri website www.aiimsmangalagiri.edu.in regularly for updates, if any.
- 21 Candidates are advised to follow the COVID-19 guidelines released by Government of India/State Governments, while attending the interview.
- 22 The candidates submitting CV for the above contractual posts are instructed to register for the document's verification/ walk-in-interview as per the schedule given above.
- 23 Any form of canvassing will lead to disqualification of candidature.
- 24 Candidates upon selection will have to submit an undertaking relating to the terms and conditions of engagement as per the guidelines.
- 25 Candidates are required to bring the following certificates in original and a self-attested copy of each at the time of interview.
 - Proof of age [SSC certificate/ Class 10 or Matriculation certificate (if date of birth is mentioned).
 - Certificates of academic qualification
 - Work and research experience certificate
 - Two passport size photos
 - Valid ID proof like Aadhar/Pan/ Passport/voter id.
 - Updated CV - (please send by email also)

Please Note: The interview schedule is tentative and candidates are advised to check website (www.aiimsmangalagiri.edu.in) for updates if any.



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