



AIIMS/BTI/RC/Project/1252

13 Feb 2024

Advertisement for Walk-In-Interview for the Post of Project Coordinator-I in the Department of Community and Family Medicine, AIIMS Bathinda

Opening Date	12 Feb 2024
Date of Walk-In-Interview	20 Feb 2024 at 10:00 AM
Reporting Time for Candidates	09:00 AM to 10:00 AM (20 Feb 2024)
Venue	College Council Hall, Admin Block, Medical College, AIIMS Bathinda

Applications in the prescribed format are invited for one post of **Project Coordinator-I** in the extramural research project Supported by the American Heart Association project entitled “**Community Hands only Cardiopulmonary Resuscitation (HOCPR) Training Programs**” purely temporarily. The details of the post are as follows :-

Name of Post & Number of Post	Tenure of the Post	Monthly Emoluments	Essential Qualification & Age Limit	Desirable Qualification
Project Coordinator-I & 01 (One)	03 Months	Rs 18,000/- per month (Consolidate)	1. Graduate or postgraduate in Population Studies / Nursing, Computer/Social work/ Life Science, or any other equivalent field. 2. Familiarity with health research, data collection, field activities, and Organizing events at a large level. <u>Age Limit.</u> 35 Years on the date of Interview.	1. Good written and verbal communication skills in English and local language are desirable. 2. Team working skills and ability to work independently. 3. Knowledge of computer and IT appliances.

Role and Responsibilities :-

1. Designation - Project Coordinator-I.

- Should manage and organize CPR training activities among the communities and institutes/ organizations.
- Should work with the project team and liaison with stakeholders to organize the CPR training.
- Should assist in developing & collecting pre- and post-training reports with data.

- Self-motivated to perform duties under minimal supervision and under a timeline.
- Should analyze and interpret data of CPR Trainees.
- Should participate in other project teams as a field assistant.
- Should follow processes, adhere to project-specific standards, and maintain consistency in CPR workshops.
- Should establish and maintain sound working relationships and effective organizational communication.
- Other departmental activities as directed by the faculty members as per daily needs.

Essential documents needed for Walk-In-Interview. All candidates willing for walk in-interview should email their biodata and filled application in the prescribed format at cmecfmaiimsbti@gmail.com on or before **20 Feb 2024** and should submit the hard copy of filled application and Bio-data on the day of Walk In-Interview. Candidate 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, qualification and relevant experience, on **20 Feb 2024 at 10:00 AM** at the **College Council Hall, Admin Block, Medical College, AIIMS Bathinda**. For any query, the candidate can mail to **Dr. Rakesh Kakkar**, Principal Investigator, Professor & Head, Department of **Community and Family Medicine, AIIMS, Bathinda** at cmecfmaiimsbti@gmail.com Information and further updates will also be available on the website www.aiimsbathinda.edu.in.

Note :-

1. The above post is purely temporary for sanctioned project and duration.
2. No TA/DA or any other allowances will be paid for attending the interview.
3. Your appointment may be cancelled at any time in case of any misconduct, unsatisfactory work or if the candidate is found ineligible later.
4. The rules and regulations of AIIMS Bathinda and/or funding agency **American Heart Association (AHS)** will be applicable on the selected candidate.

GENERAL TERMS & CONDITIONS :-

1. **Reporting time for candidates starts at 9:00 AM on the interview date, and the closing time to report for an interview is 10:00 AM, after which no additional candidates would be entertained.**
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 **American Heart Association (AHA) /AIIMS**, Bathinda, or continuation of his/her services in any other project.
3. No inquiries shall be entertained after the due date.
4. Post may increase/decrease as per requirement and at the sole discretion of Competent Authority, AIIMS, Bathinda.

5. All educational professional and technical qualifications should be from a recognized Board/ University and full-time.
6. The specified experience requirement should be acquired after obtaining the minimum educational qualifications required for the post.
7. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
8. This position will be purely on a temporary/contractual basis for the specified period of time and based on the project.
9. The salary is a consolidated sum without other benefits based on the candidates' experience, qualifications, skill set, etc.
10. In case of any unforeseen circumstances, if the project is stalled or postponed, the salary may be delayed/stopped for that period.
11. Canvassing in any form will be a disqualification.
12. Age/Education qualification/Experience will be considered till the last date of the advertisement.

**Recruitment Cell,
AIIMS, Bathinda**

FORMAT FOR APPLICATION

1. Name of the Post applied for :
2. Advertisement File No. & Date:
3. Name of the Candidate:
4. Father's Name:
5. Date of Birth:
6. Age:
7. Category:
8. Gender :
9. Permanent Address:
10. Address of Correspondence:
11. Email Address:
12. Phone No. Mobile _____ Landline No. _____
13. Qualification from High School and above:



S. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

14. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						
5.						

I hereby declare that above information provided by me is correct to my knowledge and belief.

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(Signature of the Candidate)

*Kindly attached self-attested copy of all necessary documents in favor of your eligibility about qualification and experience.

Enclosures attached: -

- 1.
- 2.