

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
JODHPUR ROMANA, MANDI DABWALI ROAD, BATHINDA, PUNJAB- 151001
RECRUITMENT CELL

AIIMS/BTI/RC/Project/1687

02 Nov 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 | IMPORTANT DATES |
|---------------------------------------|---|
| Date of Walk-In-Interview | 08 Nov 2024 |
| Google Form Link | https://forms.gle/19FR5be5fUL51kpk8 |
| Last date for applying on google form | 07 Nov 2024 |
| Reporting Time for Candidates | 9.00AM to 10.00AM (08 Nov 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 & AgeLimit | Desirable Qualification |
|-----------------------------------|------------------------------------|--------------------------------------|--|--|
| Project Coordinator -I & 01 (One) | 3 Months (extendable up to 1 year) | Rs.18,000/- per month (Consolidated) | 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. Age Limit. 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.
- Takes responsibility of implementation of project work i.e. ability to plan, coordinate field based sessions
- Experience in community-based work
- Any other work assigned by PI
- Able to work as team
- Should analyse 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 **7 Nov 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 **08 Nov 2024 at 10:00 AM** at the **Community & Family Medicine, 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, and 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**