



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी  
All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

Ref No. AIIMSG/CFM/NMHS2NL/2024/34

Date: 04.11.2024

**RECRUITMENT NOTIFICATION**

**All India Institute of Medical Sciences (AIIMS) Guwahati, Assam** is inviting applications to fill the position of **NMHS Survey Coordinator and NMHS Field Data Collector** for the project entitled, “**National Mental Health Survey in India 2 (NMHS2)**” funded by Ministry of Health and Family Welfare (MoHFW), Government of India and centrally coordinated by National Institute of Mental Health and Neuro-Sciences (NIMHANS), Bangalore in the **State of Nagaland**. The NMHS-2 in the State of Nagaland is a household level survey to be conducted in five districts (Kiphire, Kohima, Mon, Peren, Wokha). Interested persons hailing from these districts are strongly encouraged to apply.

POST CODE	PARTICULARS	DETAILS
1	Name of the Post	NMHS Survey Co-ordinator
	No. of Post	01
	Essential Qualification	Master of Public Health/Psychology/Social work/ Sociology/rural development or related areas OR MSc (Mental Health Nursing or Equivalent)
	Desirable Experience	1. MPhil in Clinical Psychology/Psychiatric Social Work 2. One year experience in conducting field survey related to mental health 3. Familiarity with psychiatric survey instruments for mental health conditions across age groups is preferred. 4. Experience of working in health related projects/ programs at State level 5. Demonstrated ability to liaison with multiple organizations at State/National Level 6. Skills in planning and conducting research/ survey related training programmes 7. Undertaken Health related field-based data collection 8. Ability to plan, coordinate field-based surveys 9. Fluency in English, local language(s)/ dialect(s)- spoken and written 10. Familiarity with computer applications, electronic data collection methods
	Salary	Consolidated Rs.55,000/- per month; excluding local travel which will be borne separately
	Nature of work/ Specific responsibilities	1. Undertake data collection in the field (electronic) 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

		<ul style="list-style-type: none"> <li>and liaison with local authorities</li> <li>5. Ensure data backup on a daily basis regularly</li> <li>6. Prepare daily, weekly and monthly reports as per specified formats</li> <li>7. Do data checking/ editing for completeness</li> <li>8. Travel extensively within and occasionally outside Nagaland</li> </ul>
	Requirements	<ul style="list-style-type: none"> <li>1. Highly organized and detail-oriented</li> <li>2. Strong interpersonal skills</li> <li>3. Extensive travel capability</li> <li>4. Commitment to data quality and ethical practices</li> </ul>
	Maximum Age Limit	40 / 45 years
	Duration	Initial appointment will be for 2 months and extended further depending upon the performance of the candidate.
<b>2</b>	<b>Name of the Post</b>	<b>NMHS Field Data Collector</b>
	No. of Post	04
	Essential Qualification	Masters in Psychology/Social work/Sociology/Rural development or related areas OR BSc. Nursing with 2 Years Experience (community based)
	Desirable Experience	<ul style="list-style-type: none"> <li>1. Familiarity with psychiatric survey instruments for mental health conditions across age groups is preferred</li> <li>2. Experience of working in health related projects/ programs at State level</li> <li>3. Demonstrated ability to liaison with different and multiple organizations at State/National Level</li> <li>4. Fluency in English, local language(s)/dialect(s)- spoken and written</li> <li>5. Undertaken health related field-based data collection</li> <li>6. Familiarity with basic computer applications</li> </ul>
	Salary	Consolidated Rs.45,000/- per month; excluding local travel which will be borne separately
	Nature of work/ Specific responsibilities	<ul style="list-style-type: none"> <li>1. Planning for field data collection and liaison with local authorities for data collection</li> <li>2. Undertake data collection in the field as per the plan</li> <li>3. Ensure data backup on a daily basis regularly</li> <li>4. Prepare daily and weekly reports and maintain records as per specified formats</li> <li>5. Willing to travel extensively to survey sites</li> <li>6. Monitor the progress of the survey, supervise field activities and liaison with local coordinators</li> </ul>
	Requirements	<ul style="list-style-type: none"> <li>1. Highly organized and detail-oriented</li> <li>2. Strong interpersonal skills</li> <li>3. Ability to handle extensive travel</li> <li>4. Commitment to data quality and ethical practices</li> </ul>
	Maximum Age Limit	40 / 45 years
	Duration	Initial appointment will be for 2 months and extended further depending upon the performance of the candidate.

Note: The candidate must be willing to undertake other responsibilities as may be assigned from time to time by the PIs.

## SELECTION PROCESS:

1. Interested candidates may submit their application using this Google Form Link:

Post Code	Application Form link (Google Forms)
1.	<b>NMHS Survey Co-ordinator:</b> <a href="https://docs.google.com/forms/d/e/1FAIpQLSfqYrwEa82_Yw-tMcY_zYBYA4B15IFEd8xvSkRS5gNnf6trKA/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0">https://docs.google.com/forms/d/e/1FAIpQLSfqYrwEa82_Yw-tMcY_zYBYA4B15IFEd8xvSkRS5gNnf6trKA/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0</a>
2.	<b>NMHS Field Data Collector:</b> <a href="https://docs.google.com/forms/d/e/1FAIpQLSfMMtTs9jjFe6gwG48kBr7Rlf2Sf5fGG598HZ5c4C5TIqB0Qw/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0">https://docs.google.com/forms/d/e/1FAIpQLSfMMtTs9jjFe6gwG48kBr7Rlf2Sf5fGG598HZ5c4C5TIqB0Qw/viewform?vc=0&amp;c=0&amp;w=1&amp;flr=0</a>

2. In this form candidates would need to upload scanned copies of Proof of Date of Birth, Essential and Desirable qualifications, No Objection Certificate (for government employees) etc. as specified above. Shortlisted candidates need to provide Original Certificates at the time of the interview for verification.
3. **This application form will EXPIRE on 12.11.2024 at 5:00 PM after the date of notification of this Call for Applications on the institute website. No applications will be considered after the form has been closed.**
4. Candidates will only be informed about their selection through the email address provided during submission of application. No separate information will be provided to candidates who have not been shortlisted.
5. Any misrepresentation or provision of wrong details by the candidates in their application will entail disqualification.
6. Details of interviews/written tests shall be provided over email only to shortlisted candidates and announced on the institute website.
7. The decision of selection committee further to approval of Executive Director, AIIMS Guwahati will be final.
8. Details of selection will be communicated only to selected candidates and selection list will be published on AIIMS Guwahati website after the selection process is over.
9. Selected candidates must be willing to join immediately upon selection.

## TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying 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. These appointments will be made from the staff strength sanctioned to the extra-mural project and employment in this extra-mural project will not vest any right to candidate for appointment within the sanctioned staff strength of AIIMS Guwahati.
3. Tenure: The assignments are purely on contract basis. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS Guwahati or for continued contractual appointment.
4. Expiry of Contract: The contract will automatically expire on completion of the probation period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
5. Accommodation: No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
6. The candidate who is already in government service shall submit 'No Objection Certificate' from

- the present employer at the time of interview.
7. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
  8. The candidate should bring along original certificates in support of his/her age, educational/professional qualification, experience etc., two recent passport size colour photographs. One set of self-attested photocopies of the relevant documents would need to be submitted at the time of interview/written test. Failing these, he/she will not be allowed to participate in the interview/written test.
  9. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
  10. No travelling or other allowances will be paid to the candidate for appearing in the interview/written test or for joining the post.
  11. Canvassing of any kind will lead to disqualification.
  12. Private practice of any type is prohibited.
  13. He/she is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
  14. The candidate should not have been convicted by any Court of Law.
  15. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
  16. Applications incomplete in any aspect will be summarily rejected.
  17. 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.
  18. All information/updates pertaining to this advertisement will be displayed on the AIIMS Guwahati website.
  19. No individual intimation may be sent by the AIIMS Guwahati to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
  20. All disputes will be subject to jurisdictions of Court of Law at Guwahati.

*Sd/*

**Principal Investigator (Community Medicine)**

Dr. Limalemla Jamir  
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**Principal Investigator (Psychiatry)**

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