

All India Institute of Medical Sciences, Bhopal

Engagement of Program Support Associate (I-FETP) on Contract Basis

Applications are invited from eligible Indian citizens to engage one (01) Program Support Associate (I-FETP), purely on a contractual basis under the Intermediate Field Epidemiology Training Program (I-FETP) implemented under PM-ABHIM, Government of India.

The engagement shall be made against the approved Grant-in-Aid provided by the National Centre for Disease Control (NCDC), Ministry of Health & Family Welfare.

1. Details of Position

Particular	Details
Name of Position	Program Support Associate (I-FETP)
Number of Posts	01 (One)
Nature of Engagement	Purely Contractual
Project	Intermediate Field Epidemiology Training Programme (I-FETP)
Place of Posting	AIIMS Bhopal
Duration	Initially for one year or till completion of project , whichever is earlier (extendable subject to performance, continuation of the project and availability of funds)

2. Essential Qualification: Graduate from a recognized University
3. Desirable Qualification: Preference will be given to candidates possessing qualifications in
 - a. Public Health
 - b. Hospital Administration
 - c. Health Management
 - d. Business Administration
 - e. Commerce
 - f. Statistics
 - g. Computer Applications
 - h. Information Technology
4. Essential Experience: Minimum 03 years' post-qualification experience in any of the following –
 - a. Government Department
 - b. Government Medical College
 - c. Autonomous Body
 - d. Public Sector Undertaking
 - e. National Health Mission
 - f. Government-funded Public Health Institution
 - g. National Health Program

Experience in programme coordination, office administration, documentation, procurement, financial documentation, workshop management or Government correspondence will be preferred.

5. Desirable Skills: The candidate should preferably possess knowledge of –
 - a. Microsoft Word
 - b. Microsoft Excel

- c. Microsoft PowerPoint
- d. Internet & Email
- e. eOffice
- f. Government Procurement Procedures
- g. GeM Portal
- h. PFMS
- i. Documentation and Report Writing

6. Age Limit: Preferably not exceeding **40 years**

Age relaxation is admissible for SC/ST/OBC candidates, Government Employees, Departmental Candidates (including projects), and ex-servicemen in accordance with the instructions issued by the Central Government from time to time.

7. Consolidated Remuneration: **Maximum ₹50,000/-** (Rupees Fifty Thousand only) per month (Consolidated). No additional allowances shall be admissible.

8. Nature of Duties: The selected candidate shall provide program coordination and administrative support for implementation of I-FETP activities including –

- a. program coordination
- b. trainee registration
- c. maintenance of program records
- d. workshop coordination
- e. documentation
- f. procurement support
- g. PFMS documentation
- h. preparation of reports
- i. Coordination with NCDC
- j. liaison with stakeholders
- k. any other work assigned by the Course Convener (Academic)

9. Selection Procedure: Selection will consist of the following –

- a. Screening of applications
- b. Written Test (if the number of applications is 10 or more)
- c. Computer Skill Test
- d. Interview

The Institution reserves the right to modify the selection process depending upon the number of applications received.

10. How to Apply: Interested candidates may submit the following –

- a. Duly filled application form
- b. Updated Curriculum Vitae
- c. Self-attested copies of educational certificates
- d. Experience certificates
- e. Identity proof
- f. One recent passport-size photograph
- g. Age relaxation certificate(s), if relevant

The application along with supporting documents may be submitted by hand to the office of Dr. Sanjeev Kumar, Department of CFM, Medical College Building, AIIMS Bhopal.

You can send the application along with supporting documents by post or courier to the following address:

Dr. Sanjeev Kumar,
Professor,
Department of CFM
Medical College Building
AIIMS Bhopal,
Saket Nagar, Madhya Pradesh,

You can email the application to ifetp@aiimsbhopal.edu.in. For this, arrange all the documents in a single PDF file of all the documents mentioned at 10 (a) to (g). Emails with only images and multiple files will be rejected.

11. Last Date of submission of application: 13 October 2026 (1 pm, IST)

12. Tentative Date of walk-in-test/ interview: **15 October 2026 (10 am onwards)**

General Instructions

- i. The engagement is purely contractual and project-specific.
- ii. The engagement shall not confer any right of regular appointment or absorption under the Government of India, NCDC, or the Institution.
- iii. The selected candidate shall have no claim for continuation after completion of the project.
- iv. Mere fulfillment of eligibility criteria shall not confer any right to be called for the selection process.
- v. The Institution reserves the right to cancel, modify, or withdraw the advertisement without assigning any reason.
- vi. Canvassing in any form shall lead to disqualification.
- vii. Original documents shall be produced at the time of document verification.
- viii. The selected candidate shall be required to execute a contractual agreement with the Institution before joining.
- ix. Any dispute arising out of this engagement shall be subject to the jurisdiction of the competent courts where the Institution is situated.
- x. The decision of the Competent Authority of the Institution shall be final and binding in all matters relating to this engagement.

Dr. Sanjeev Kumar

Course Convener

For and on behalf of AIIMS Bhopal