



Advertisement

Annexure-III

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

**(To be published on the Institute Website/Notice Board/Employment Portal,
as applicable)**

Name of Institution: A.I.I. H & P.H, Kollatz.

Advertisement No.: 07 E.32-1/2026 (1)

Date: 03.08.26.

ENGAGEMENT OF PROGRAMME SUPPORT ASSOCIATE (I-FETP)

Applications are invited from eligible Indian citizens for engagement of **one (01)** **Programme Support Associate (I-FETP)** purely on contractual basis under the **Intermediate Field Epidemiology Training Programme (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	Programme Support Associate (I-FETP)

Particular	Details
Number of Posts	01 (One)
Nature of Engagement	Purely Contractual
Project	Intermediate Field Epidemiology Training Programme (I-FETP)
Place of Posting	Kolkata.
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:

- Public Health
- Hospital Administration
- Health Management
- Business Administration
- Commerce
- Statistics
- Computer Applications
- Information Technology

4. Essential Experience

Minimum **03 years' post-qualification experience** in any of the following:

- Government Department;
- Government Medical College;
- Autonomous Body;
- Public Sector Undertaking;
- National Health Mission;
- Government-funded Public Health Institution;
- National Health Programme.

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:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & Email
- eOffice
- Government Procurement Procedures
- GeM Portal
- PFMS
- Documentation and Report Writing

6. Age Limit

Preferably not exceeding 40 years. (w.e.f date of advertisement)

Age relaxation, if any, shall be as per the rules of the Institution.

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 programme coordination and administrative support for implementation of I-FETP activities including:

- programme coordination;
- trainee registration;
- maintenance of programme records;
- workshop coordination;
- documentation;
- procurement support;
- PFMS documentation;
- preparation of reports;
- coordination with NCDC;
- liaison with stakeholders; and
- any other work assigned by the Hub Coordinator.

9. Selection Procedure

Selection may consist of one or more of the following:

- Screening of applications;
- Written Test (if required/needed);
- Computer Skill Test (if required/needed);
- 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:

- Duly filled application form;
- Updated Curriculum Vitae;
- Self-attested copies of educational certificates;
- Experience certificates;
- Identity proof;
- Recent passport size photograph;
- Any other relevant document.

Applications may be submitted:

By Email: aiihph director.aiihph @ gov. in

OR

By Post/By Hand

To

(23)

The Hub Coordinator (I-FETP)

11. Last Date

The completed application must reach the Institute on or before:

02.09/2026 at 4 PM

Late applications shall not be considered.

General Instructions

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

संजय साधुर्वो 3/8/26.
(Signature)

Hub Coordinator (I-FETP)

For and on behalf of

(Participating I-FETP Hub)

निदेशक
अखिल भारतीय स्वास्थ्य विज्ञान एवं जन स्वास्थ्य संस्थान
110, चित्त रंजन एवेन्यू, कोलकाता-700 073

Annexure-IV