



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS)
MANGALAGIRI, ANDHRA PRADESH**

Date: 20/08/2026

Name of Institution: All India Institute of Medical Sciences (AIIMS), Mangalagiri

Advertisement No.: AIIMS/MG/CFM/2026

Date: 20/08/2026

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	Department of Community and Family Medicine, AIIMS Mangalagiri
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**.

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: community.medicine@aiismangalagiri.edu.in

OR

By Post/By Hand

To
O/o Head of the Department,
Community and Family Medicine,
Room No:302, 3rd Floor, Medical Collage,
AIIMS, Mangalagiri- 522503.

11. Last Date

The completed application must reach the Institute on or before: 05/09/2026 at 05:00 PM
Date&time for Documents verification & Interview: 08-09-2026 (08:00 AM Onwards)

Venue: Ground Floor, Admin Building, AIIMS Mangalagiri

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.

-SD-
(Signature)

Hub Coordinator (I-FETP)

For and on behalf of

Department of Community & Family Medicine,
AIIMS Mangalagiri
(Participating I-FETP Hub)

Paste Passport Size Photo

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Permanent Address:

Paste Passport Size Photo

Examination	College/ Institution	University/Board	Year	% of Marks obtained	Class/Division/ Grade	Merit/ Prizes/ Medals won, if any
High School						
Intermediate						
Degree						
Higher Qualification						
Other Qualification						
C. Languages Known		Phone No:	E. Major Achievements			
Read	Write	Speak				

E. Major Achievements

Designation	Tenure (DD/MM/YY)		Institute
	From	To	
1.			
2.			
3.			
4.			
5.			

I hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that my candidature/engagement is liable to be cancelled or terminated at any stage if any information or document is found false, incorrect or suppressed. I have read and agree to abide by the advertisement, the approved Terms of Reference for Programme Support Associate (I-FETP), and the applicable rules, regulations and administrative procedures of AIIMS Rishikesh. I understand that the engagement is purely contractual, project-specific and co-terminus with the I-FETP project, and shall not confer any right to regular appointment, absorption or continuation in service.

Signature of Applicant: