



अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश- 249203
All India Institute of Medical Sciences, Rishikesh- 249203
Department of Community Medicine

E.File No. 22193

Date. 28-07-2025

Recruitment Advertisement for Extramural Project Title – "**The LIVES Project: A Multidimensional Research Initiative to Strengthen Health Systems through Universal Birth and Death Registration**"

"The LIVES Project: A Multidimensional Research Initiative to Strengthen Health Systems through Universal Birth and Death Registration" a research project. Manpower has to be recruited for this purpose on contractual basis with following posts.

Sr	Name of the post	Requirements / Minimum Essential qualification	No. of post vacant	Salary
1	Lead Policy Consultant : Bhubaneswar/ Ahmadabad/ Mumbai	<u>Essential Qualification:</u> 1. PHD Biostatistics & Demography <ul style="list-style-type: none">• 2(Two) PubMed publications• 2-3 Experience with National Public Health Programs. 2. 1st Class Masters in Public Health <ul style="list-style-type: none">• 5(PubMed) publications.• 5-8 years of experience in progressive role. 3. Ability to design and execute independent research studies/policy-centered work 4. Ability to work in a diverse inter-disciplinary environment and provide guidance to other members. 5. The Lead Policy Consultant will be responsible for field-level data collection, supervision of data quality across all study sites, data analysis, and preparation of technical reports and manuscripts. 6. Maximum Age Limit: 45 <u>Desirable :</u> <ul style="list-style-type: none">• Experience in public policy, governance, or health systems, preferably with state government, international agencies, or leading academic institutions.• Strong understanding of civil registration systems, gender rights frameworks, and the Transgender Persons Act.• Proven experience in drafting policy documents, regulatory SOPs, and legislative briefs.• Excellent writing, communication, and facilitation skills in English, Hindi and Regional Language (Eg. Odia, Gujarati & Marathi)	2 (UR)	75000-85000 Based on qualification and experience. (TDS Deduction Applied)

Last Date for Applications: August 20th 2025



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Roles and responsibilities on the project:

1. Policy Research and Analysis
 - Conduct a comprehensive policy review of assigned state (eg. *Odisha/Gujarat/Maharashtra*) CRVS framework from a gender and equity perspective.
 - Identify legal, procedural, and administrative barriers affecting registration of female deaths, stillbirths, and transgender individuals.
 - Map state and district-level CRVS implementation practices and gaps.
2. Support Policy Development
 - Establishment of Analytical unit - Co facilitate development of data dashboards in project site areas along with respective coordinating government departments.
 - Draft and validate state-specific policy briefs, SOPs, and legislative recommendations as advised by the relevant entities.
 - Collaborate with SHSRC and state departments to institutionalize gender-sensitive and transgender-inclusive CRVS processes.
 - Facilitate adoption of revised circulars, notification formats, and reporting templates by relevant authorities.
3. Stakeholder Engagement
 - Coordinate with senior officials in the Department of Health, Civil Registration, and Social Justice to facilitate policy dialogues.
 - Organize policy roundtables, consultation workshops, and multi-stakeholder meetings to build consensus and ownership.
 - Act as a technical advisor to government task forces and joint working groups (JWGs) on CRVS reforms.
4. Capacity Building and Technical Assistance
 - Develop policy training modules and briefs for CRVS officials, medical officers, and registration staff.
 - Conduct orientation and sensitization workshops at state and district levels.
 - Support SHSRC and AIIMS in technical training of registrars and frontline staff.
5. Documentation and Reporting
 - Prepare high-quality reports, case studies, and documentation of policy engagement and outcomes.
 - Contribute to donor reporting, dashboards, and impact narratives related to policy achievements.
 - Maintain records in strict compliance with confidentiality protocols.
 - Independently handle office and administrative responsibilities, including documentation, inventory management, coordination with internal departments, and report generation.
 - Candidates must own a laptop for efficient task execution.



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Terms and Conditions:

- Method of recruitment may be Written exam/Interview **or** both.
- The Selected candidate will have to join within 5 days of declaration of results.
- It is NOT a permanent employment with AIIMS Rishikesh or CTFK.
- The posts are purely on contract basis; the contract will be for a period of **Ten (10)** months or completion of project whichever is earlier.
- NO claim for any other regular post in AIIMS Rishikesh or CTFK shall be entertained.
- Employee Performance Indicator will be applied.
- Candidate must bring completely filled application form.
- Incomplete applications or applications received after due date will not be considered.
- No TA/ DA will be paid for the interview.
- Experience should have been gained after acquiring minimum essential qualification.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of Director AIIMS Rishikesh / Recruitment Committee
- No other allowance/ facilities other than consolidated salary shall be admissible.
- Decision of Recruitment Committee will be final.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If performance of the appointee is not found satisfactory by the Principal Investigator/Nodal Officer appointment can be terminated at any time without any prior notice/compensation.
- The appointee may be relieved from the current job position, by serving one-month prior notice, if the notice period is less than 1 month, amount equal to salary of 1 month will have to be deposited for relieving certificate.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- **Applicants must fill up all the columns of application form properly. Single/consolidated SCANNED PDF of the signed application along with its enclosures and complete in all respects should be mailed to the thelivesprojectaiims@gmail.com .**



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Important Instructions for Applicants:

Application Form:

- ***Application form is Mandatory***
- Candidates must duly fill and submit the prescribed Application Proforma attached with this advertisement. Applications submitted in any other format, such as resumes or CVs, will not be considered.

Supporting Documents:

The completed application form must be accompanied by the following mandatory documents:

- Self-attested copies of educational qualification certificates
- Experience certificates clearly mentioning roles and duration
- Contact details of two professional references

Email Subject Line:

- The subject of the application email must be clearly titled as:
“Application for the Post of Lead Policy Consultant – Area”
(Replace Area with the specific domain or location.)

Single PDF File Submission:

- All documents, including the application form and enclosures, must be compiled into a single PDF file and attached to the email. Multiple attachments or ZIP files will not be entertained.

Deadline Compliance:

- Applications must be submitted on or before the specified deadline. Late or incomplete submissions will be summarily rejected.

Eligibility Check:

- Only candidates meeting the essential eligibility criteria mentioned in the advertisement will be shortlisted for the next stage. Please ensure that all required qualifications and experience are clearly demonstrated in your application.

Mode of Communication:

- All correspondence with shortlisted candidates will be done via email only. Ensure that a valid and active email ID is mentioned in the application form.
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