



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी
All India Institute of Medical Sciences (AIIMS), Kalyani
राष्ट्रीय राजमार्ग नंबर-34 कनेक्टर, वसंतपुर, सगुना, कल्याणी, पश्चिम बंगाल, 741245
National Highway-34 Connector, Basantapur, Saguna, Kalyani, West Bengal 741245

NO:- CMFM./RES/11/2025-CMFM/595

Date: 26.09.2025

VACANCY NOTIFICATION

Department of Community Medicine and Family Medicine

Applications are invited from eligible candidates to be appointed on purely contractual basis for a Department of Health Research (DHR) funded research project with title “Economic analysis of air pollution mitigation strategies in India” with Dr. Ritesh Singh, Additional Professor and In-charge, Department of Community Medicine and Family Medicine as Principal Investigator (PI) at AIIMS Kalyani site.

- A. Name of the post: **Field Investigator**
B. Name of the project: **Economic analysis of air pollution mitigation strategies in India.**
C. Number of vacancies: **02**
D. Place of posting: **AIIMS, Kalyani**
E. Mode of submission of: **Through email** (Application form along with all supporting documents)
F. Email: ritesh.cmfm@aiimskalyani.edu.in

Essential Qualification	Graduation degree in public health/population studies/ sustainable development practice/health psychology/community health/sociology/social work from a recognized university
Desirable	Three years of experience in community-based research, analysis, and documentation
Remuneration	Rs. 30,000/- Per month consolidated
Duration	4 months
Age Limit	30 Years
Nature of Duties	1. Interaction with government officials. 2. Extensive field based research activities in community. 3. Conduct face-to-face interviews with participants in accordance with predetermined interview protocol, data collection procedures and documentation standards. 4. Review and edit data to ensure completeness and accuracy of information; follow up with participants to resolve problems or clarify data collected. 5. Candidate must be ready for the extensive fieldwork including household survey, meeting with different stakeholders. 6. Perform miscellaneous job-related duties as assigned by PI, including administrative/ accounts related work.

The above post is to be filled purely on a contractual basis for a period of 4 months only. Eligible candidates may apply on the attached application form. The filled-up application form, along with a certificate of age, qualification, and experience, should be emailed to ritesh.cmfm@aiimskalyani.edu.in

The last date of application submission will be 15 days after the advertisement notice on the institute website. No application thereafter will be accepted under any circumstances.

TERMS & CONDITIONS

1. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. If any declaration given or information furnished by him/her proves false or if he/she is found to have wilfully suppressed any material or information, he/she will be liable for removal from the project and also such other action as the Government/ DHR may deem necessary. Even after qualifying in the selection process the candidate may be rendered disqualified at the time of document verification if he/she does not fulfil essential eligibility criteria.
2. Tenure: The assignments are purely on contract basis for a period of 4 months. These appointments will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS, Kalyani/ DHR or continued contractual appointment.
3. Expiry of Contract: The contract will automatically expire on completion of the stipulated time or earlier in case of withdrawal of support by the funding agency. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
4. Leave: The leave entitlement of the appointee shall be governed in terms of the DHR scheme leave policy as amended from time to time.
5. Accommodation: No hostel or any other accommodation will be provided by the institute.
6. Canvassing of any kind will lead to disqualification.
7. The prescribed qualification is minimum and merely possessing the same does not entitle any candidate for selection.
8. Applications incomplete in any aspect will be summarily rejected and no intimations / requests will be made to the candidate in this regard. Candidates who will be called for the interview will be based on the complete discretion of the Screening Committee and no intimations will be given/ sent to the candidate in this regard.
9. Decision of the Selection Committee at AIIMS Kalyani regarding selection of candidates will be final and no representation in any manner will be entertained in this regard.
10. The appointment is full time and private practice of any type is prohibited.
11. He/she is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
12. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
13. 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.
14. Interview will be held at AIIMS Kalyani. No TA/DA will be paid for attending the same.
15. Information pertaining to this advertisement will be displayed on the AIIMS Kalyani website i.e. <https://aiimskalyani.edu.in/>
16. No individual intimation will be sent by AIIMS Kalyani to applicants. It will be the responsibility of applicants to visit the institute website.
17. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
18. All disputes will be subjected to the jurisdictions of the court of law at Kolkata.

SELECTION PROCESS

1. Eligible candidates may fill the attached application form. The filled-up application form along with certificate of age, qualification, experience should be emailed to ritesh.cmfm@aiimskalyani.edu.in (all documents merged as a single PDF file in same order as given above).
2. The last date of submission of the application will be 15 days after the advertisement notice on the institute website. The email should have the heading mentioning the specific post applied for, like: “Application for the post of field investigator”.
3. Any application received after the stipulated date and time will not be considered.
4. List of shortlisted candidates will be published on AIIMS Kalyani Website. No individual intimation will be sent by AIIMS Kalyani to applicants. Candidates are hence requested to follow up recruitment notices on the website periodically.
5. Date and venue of interview will be published on AIIMS Kalyani website. The interview will be conducted through offline mode only. No TA/DA will be paid for attending the same.
6. Candidates should bring two photocopies of application form and supporting document along with original documents for verification at the time of interview.
7. The decision of selection committee further to approval of the Executive Director, AIIMS Kalyani will be final.
8. Result will be published on AIIMS Kalyani website after the selection process is over and same will be communicated to the selected candidate via e-mail.

EMAIL TEMPLATE FOR SUBMISSION OF APPLICATION – FIELD INVESTIGATOR

Subject line: Application for the post of field investigator

Body of the Email:

Respected Sir,

I am submitting my application for the post of **Field Investigator** under the DHR-funded project at AIIMS Kalyani. Please find attached the duly filled application form along with scanned copies of the required documents (educational certificates, experience certificates, and other relevant documents) for your kind consideration.

Details at a glance:

- Name: _____
- Mobile No.: _____
- Email ID: _____
- Highest Qualification: _____
- Relevant Experience: _____

I request you to kindly consider my application for the above-mentioned position.

Thank you for your time and consideration.

Yours sincerely,

[Full Name]

[Contact Number]

[Email ID]

Attachments:

1. Application Field Investigator_[Your Name].pdf
2. Supporting documents (merged in the same file, if possible)

4. Work / Research experience

(Attach additional sheet if required)

Organization / Institution	Position held	Nature of work	Duration (From – To)

5. Skills relevant to field work

- ☐ Data collection
- ☐ Interviewing participants
- ☐ Use of computers / tablets
- ☐ Local language proficiency: _____
- ☐ Others: _____

6. Declaration

I hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that in case of any false or misleading information, my candidature is liable to be cancelled.

Date: _____

Place: _____

Signature of Applicant: _____

✦ Instructions for Submission:

1. The application form must be duly filled, signed, and scanned into a single PDF file.
2. The PDF file should be named as “*Application for the post of field investigator*”.
3. Email the application along with supporting documents to: ritesh.cmfm@aiimskalyani.edu.in
4. Last Date for Submission: 15 days from the advertisement notice on the institute website