



F.No.1-1/ANIIMS/Psychiatry/NIMHANS/2023-24/233  
OFFICE OF THE DIRECTOR OF ANIIMS  
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES  
ANDAMAN & NICOBAR ADMINISTRATION

Sri Vijaya Puram, Dated 04.03.25

**Vacancy Notice for project staff recruitment for National Mental Health Survey-2 in Andaman & Nicobar Islands**

Applications are invited in the prescribed format attached herewith for the following posts purely on temporary contractual basis sanctioned under extramural project titled "*National Mental Health Survey-2*". The tentative date for Walk-In-Interview is **18<sup>th</sup> March, 2025**, however, applications in the standard format should be mailed at [nmhs2.aniims@gmail.com](mailto:nmhs2.aniims@gmail.com) latest by **16<sup>th</sup> March, 2025 till 05.00 PM** only. The essential qualifications, experience, consolidated salary and service tenure are as under:

<b>1.</b>	<b>Name of the Post</b>	<b>NMHS Survey Co-Ordinator</b>
	No. of Post	01
	Essential Qualification	Master of Public Health / Psychology / Social work / Sociology/ Rural development or related areas
	Desirable Experience	<ol style="list-style-type: none"><li>1. One-year experience in conducting field survey in health sector</li><li>2. Experience in working in projects/programs at State/UT level</li><li>3. Demonstrated ability to liaison with different and multiple organizations at State/National Level.</li><li>4. Skills in planning and conducting research / survey related training programmes</li><li>5. Fluency to communicate in local language and multiple dialects.</li><li>6. Undertaken Health related field-based data collection</li><li>7. Ability to plan, coordinate and supervise field-based survey</li></ol>
	Salary	Consolidated Rs.55,000/- per month; excluding local travel which will be borne separately.
	Nature of work	Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey, supervise field activities and liaison with local coordinators. Candidates should have the experience of administering psychiatric survey instruments.
	Maximum Age Limit	40 years
	Duration	<b>Initial appointment will be for 2 months and extended further depending upon the performance of the candidate.</b>



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2.	<b>Name of the Post</b>	<b>NMHS Survey Field Data Collector</b>
	No. of Post	11
	Essential Qualification	Masters in Psychology / Social work / Sociology/ rural development or related areas
	Desirable Experience	<ol style="list-style-type: none"><li>1. Experience in working in projects/programs at State level.</li><li>2. Demonstrated ability to liaison with different and multiple organizations at State/National Level.</li><li>3. Fluency to communicate in local language and multiple dialects.</li><li>4. Undertaken Health related field-based data collection</li></ol>
	Salary	Consolidated Rs.45,000/- per month; excluding local travel which will be borne separately
	Nature of work	The Field Data Collector will be responsible for conducting on-site surveys, collecting data as per survey questionnaires, and ensuring accurate documentation as part of the NMHS project. The role involves extensive field visits, interviews with local communities, data entry, and reporting. Candidates should be comfortable working in remote locations, have strong observational skills, and ensure data integrity.
	Maximum Age Limit	40 years
	Duration	Initial appointment will be for <b>2 months and extended further</b> depending upon the performance of the candidate.



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**Specific responsibilities:**

<b>NMHS-2 Survey Co-Ordinator</b>	<b>NMHS-2 Survey Field Data Collector</b>
<ul style="list-style-type: none"><li>• Microplanning of field data collection on a week-to-week basis.</li><li>• Monitor data collection by Field Data Collectors on a daily basis and maintain status logs of survey activity.</li><li>• Monitor the progress of the survey, supervise field activities and liaison with local authorities</li><li>• Ensure data backup on a daily basis regularly</li><li>• Prepare daily, weekly and monthly reports as per specified formats.</li><li>• Do data checking/ editing for completeness</li><li>• Maintain all relevant records pertaining to the survey</li></ul>	<ul style="list-style-type: none"><li>• Planning data collection and liaison with local authorities.</li><li>• Undertake data collection in the field as per the plan.</li><li>• Ensure data backup on a daily basis regularly.</li><li>• Prepare daily and weekly reports and maintain records as per specified formats.</li></ul>

**Note:** The candidate must be willing to undertake other responsibilities as may be assigned from time to time by the PI or Co-PI.



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**PROCEDURE FOR RECRUITMENT**

1. Candidates meeting the age criteria and possessing the required essential qualification, experience, etc. and willing to work for the above-mentioned project may apply and fill the application form in the prescribed format only and send it to the email on or before the last date and time of receipt of applications as mentioned above. There is no need to send hard-copy of any application form/documents at this stage.
2. Candidate should mention "Application for the post of: NMHS survey coordinator OR NMHS 2 Field Data Collector" in the subject line clearly while sending their application through e-mail. Candidates applying for both the positions are required to send 2 separate e-mails for the same.
3. Late, incomplete applications or applications not submitted in the prescribed format will not be considered.
4. The above position will be filled purely on temporary **CONTRACT** appointment basis.
5. The rates of emoluments/stipend shown in this advertisement are as per the guidelines and as per the sanction approved by NIMHANS.
6. Cut-off date for age limit will be the date of Walk-In-Interview i.e. date of interview.
7. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
8. Mere fulfilling the essential/educational qualification does not guarantee the selection.
9. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.
10. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
11. Contract appointee shall not have any claim on a regular post in this institute or Funding Agency or in any Department of Government of India and their contract service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are not admissible. An undertaking to that effect must be submitted at the time of joining.



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12. Initial contract appointment will normally be for a period as specified further continuation/extension of the service will depend on requirement of the Project, performance evaluation and approval of the competent authority in case-to-case basis.
13. In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e. Aadhaar/PAN /Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents.
14. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
15. No TA/DA will be paid for the interview.
16. The engagement can be terminated at any time by giving one-month notice on either side. Contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.
17. The Principal Investigator of the project in Andaman & Nicobar UT reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
18. The institute reserves the rights to consider or reject any application/candidature. The decision of the Selection Committee will be final and binding.
19. Canvassing in any form will be a disqualification.
20. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on official websites of ANIIMS and Andaman & Nicobar administration only.
21. The number of post for Field Data Collector may increase /decrease as per the requirement of the project.



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**APPLICATION FOR THE POST OF**

.....

1. Name of the Applicant:

2. Gender :

3. Category :

4. Marital Status :

5. Father's /Spouse Name:

6. Date of Birth :

7. Address for Communication \_\_\_\_\_

\_\_\_\_\_ PIN.

Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

8. Permanent Address: \_\_\_\_\_

\_\_\_\_\_ PIN.

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Mobile No.: \_\_\_\_\_

9. Nationality:



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10. Educational Qualification:

<b>Examination</b>	<b>Subjects</b>	<b>Board/ Council/University</b>	<b>Month &amp; Year of Passing</b>
X <sup>th</sup>			
XII <sup>th</sup>			
Diploma			
Degree			
Post Graduation			
Others			

11. Current job Description



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12. Experience:

Name of the Organization/Institution where worked	Post	Period		Scale of Pay & Gross Pay Drawn	Nature of Work
		From	To		

(Use separate sheet if space is inadequate)

13. Name and address of two referees well known with the applicant's work:

Name	Occupation or Position	Address with telephone No. & e-mail
1.		
2.		





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14. **Any other information you wish to add:**

**DECLARATION**

I, \_\_\_\_\_ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated."

Place: .....

Date:.....

(Signature of the applicant)

**Full Name**