

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE

National Institute of Public Health Training & Research
Mumbai Campus: 332 SVP Road, Khetwadi, Mumbai-400004
Panvel Campus: Plot No 6 & 6 A, Sector-18, New Panvel, Navi Mumbai-410218

The **National Institute of Public Health Training & Research** along with **SAATHII**, a Principal Recipient (PR) of the Global Fund grant, is implementing phase - III of the GFATM program that includes components of capacity building for HIV prevention, testing-treatment, and care service providers, HIV interventions among incarcerated populations, and the Elimination of Mother-To-Child Transmission.

For this Programme NIPHTR is inviting applications for recruitment against following post for “Kshamta Kendra’ purely on contract basis for a period of Seven months.

Sr. No.	Name and Number of the Post	Tenure	Essential Qualification and Experience	Consolidated per month salary
1	Training Coordinator -One	7 months from date of appointment (extension will be given based on performance & approval of SAATHII)	Post graduate with three years of relevant experience and/or two years of training experience in HIV Programme	Rs. 30,000/-

1. Applicants should be conversant with the use of computers in work processing, worksheets for data compilation, basic analysis, internet use and presentation skills.
2. The applicants should be able to tour extensively for organization, monitoring and supervision of the trainings/other activities.
3. Applicants should be well versed in Hindi, English and Marathi.
4. **Age limit:** candidate should not be more than 50 years of age as on the last date of application.
5. **Tenure:** for a period of 7 months.
6. **Place of duty** shall be both campuses of NIPHTR i.e. Mumbai and New Panvel as required.
7. The remuneration offered is consolidated and fixed. Allowances like telephone bill and conveyance is admissible for training purpose. No other allowances are admissible.
8. Selection of candidates will be done by a ‘Selection Committee’ of NIPHTR, Mumbai.
9. Selected candidates have to be approved by SAATHII.

Job responsibilities:

A.Training Coordinator

1. Developing Kshamta Kendra plan – AAP, quarterly and monthly plan
Developing CB programs – developing training plan, scheduling master
2. trainers, organizing training materials
3. Communication/liaison with SACS/TSU for organizing trainings
4. Organizing training programs- fixing date, venue, Resource Persons in consultation with SACS/TSU
5. Communication with master trainers
6. Documentation and reporting
7. Other programs management
8. Finance Management

Applications are invited through mail only on niphtrkk2022@gmail.com by **21st August 2024 till 17.00 hrs.** Following documents need to be attached along with application:

- a) Updated Resume
- b) Documents related to educational qualification (scanned copies)
- c) Experience certificate/certificates (scanned copies)

Note: Shortlisted candidates will be informed for Walk-in-interview by mail. Eligible and interested candidates should bring original documents for verification with a set of Xerox copy of the same for the interview like educational qualification, experience certificate etc. No TA/DA will be given to attend the interview.

Sd/-
Director, NIPHTR,
Mumbai-04

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Application Form

To be Filled by Office only

Name of the

Post.....

Applicant
Photograph

Post Applied for Training Coordinator

1. Name of the Applicant:.....
2. Father's/Mother's Name:.....
3. Date of Birth:.....Age as on date.....Yr/.....month
4. Gender: M/F/Other.....
5. Educational Qualification: to be supported by relevant documents

Sr. No	Academic/ Professional Qualification	Name of the Institute	Board/University	Course Duration/ year of passing out	Division/ Grade/% of marks

6. Experience: to be supported by relevant documents

Sr. No	Designation	Name of Organization/ Institute	From.....to.....

7. Training/Short Courses attended:
8. Award and /or outstanding Achievements;
9. Contact details:
 - a. Mailing address.....
 - b. Permanent address.....
 - c. **Mobile No. (compulsory)**.....
 - d. **Email-ID (Compulsory)**.....

Signature of Applicant:

Name of Applicant: