Department of Neonatology
Government Medical College Hospital
Chandigarh

Recruitment Notice No. BMGF/2019/02A

Name of the post	**Data Entry Operator (BMGF Study), 01 Position**
Age Criteria	**18- 30 years**
Emoluments/Duration	**Rs. 20,000 per month consolidated, 27 Months**
Location	**Candidate will be posted at District Hospital, Una**
Job profile	The Data Entry Operator will be responsible for: • Entering data into database, manage and maintain effective record keeping data • He / she will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work • Provide admin support to conferences, workshops and project related field visits • Keeping track of projects with updated reports • Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings • Responsible for organizing files, collecting and managing data to be entered into the computer
Qualifications and Experience	Graduation degree from recognized University with computer diploma from a recognized institute or equivalent A speed test of not less than 8000 key Depression per hour for data entry work
Skills	• Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in use of Microsoft Office applications • Good organizational behavior and problem solving skills • Well versed in recording the data • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good spelling, grammar, and punctuation skills

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
6. **Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
7. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
8. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
9. **Only shortlisted candidates will be called for Written test/Interview. Request for change in Written test/ Interview schedule will not be entertained under any circumstances.**
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Interested candidates may please send their current CV along with application form (attached on www.gmch.gov.in website) with a recent color photo and three references by e-mail with subject line mentioning "Application for the position **"Data Entry Operator (BMGF Study)"** to email id: bmgf.sepsis@gmail.com
12. Incomplete applications will stand summarily rejected without assigning any reasons thereof.
13. If needed screening exam and interaction with the candidates will be held and the scheuile will be published on the hospital website. All results will be published on our website and all future communications will be only through email.
14. Canvassing in any form will be a disqualification.

Applications will be accepted from 7 September 2019 9 AM up to 5 PM 15 September 2019.

Department of Neonatology
Government Medical College Hospital
Chandigarh

Recruitment Notice No. BMGF/2019/02E

Name of the post	**Lab Attendant (BMGF Study), 1 Position**
Age Criteria	**18 - 30 years**
Emoluments/Duration	**Rs. 12000 per month consolidated, 27 Months**
Location	**Candidate will be posted at District Hospital, Una**
Job profile	The Lab attendant will be responsible for: • Transportation of all laboratory samples to Tertiary hospital from district hospital • Labeling, Scanning, immediate processing and temporary storage of collected bio specimens • Manage the maintenance of equipment and stocking of necessary supplies • Ensuring cleanliness at site particularly where the lab related study activities will be performed • Maintaining the equipment log, calibration logs, ensuring smooth functioning of equipment at site • Assisting the study nurse/ medical officer in all study related activities at the site • Maintaining the stock inventory at site and reporting to SRF on daily basis on the requirements for the site • Assisting the SRF in maintaining all documentation at site- photocoping or scanning of documents if required
Qualifications and Experience	**Essential:** -12th class pass with Science **Desirable: -**Experience in a Medical Laboratory
Skills	• Computer skills including proficiency in use of Microsoft Office applications • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good understanding of needs for project and job responsibilities • Time Management • Good teamworking skills

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5. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
6. **Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
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12. Incomplete applications will stand summarily rejected without assigning any reasons thereof.
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Department of Neonatology
Government Medical College Hospital
Chandigarh

Recruitment Notice No. BMGF/2019/02C

Name of the Post	**Senior Research Fellow/Senior Research Nurse (BMGF Study), 01 Position**
Age Limit	**18 - 30 years**
Emoluments/Duration	**Rs. 38000 per month consolidated, 27 Months**
Location	**Candidate will be posted at District Hospital, Una**
Job profile	The **Senior Research Fellow/Senior Research Nurse** will be responsible for: • Act as lead nurse for BMGF study with responsibility for study management and study specific staff training, ensuring compliance with the protocol, sponsor and SOPs, clinical trial regulations • Deliver, as part of a multi-disciplinary team, a high standard of care to study participants for the duration of the study • Develop and implement, in collaboration with the research team, a recruitment plan to identify, consent and retain study participants from tertiary care • Supporting the submissions for relevant government / ethics approvals • Structuring and supervising compliance for the study management plans; Ensuring compliance with the project requirements and cascading the issues/ updates to the relevant stakeholders • Supervising the study implementation at site and ongoing study and QC activities • Contribute to the on-going development of the CRF with identified key responsibilities whilst also assuming responsibility for clinical area and staff when required • Reviewing protocol deviations and loss to follow up to ensure quality data is delivered • Communicating with CROs and investigators for tracking patient recruitment and progress to study timelines, maintaining and reporting metrics for clinical site performance • Providing input and support to maintain appropriate documentation for adverse event safety monitoring, and collaborating in submission of safety reports to sponsor, Ethics Committees and other applicable authorities • Liasoning with the Project mangement team to ensure good quality of study data • Supervising the data management progress with data manager and the DM team • Work with coordinating PI to ensure that the trial is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding, or timelines • Keeping stakeholders informed on study progress, risks

	and accomplishments • Maintain accurate records of study specific information using traditional paper records, GG&C electronic patient management systems or web-based study specific IT systems and provide accurate reports to CRO, sponsor and Principal Investigator as required
Qualifications and Experience	Degree in Nursing from an Institute recognized by Nursing council of India with 3 year experience
Skills	• Ability to gain trust and confidence with stakeholders • Operational skills including focus and commitment to quality management and problem solving • Influencing skills including negotiation and teamwork • Effective communication skills, the provision of timely and accurate information to stakeholders • Ability to develop and implement clinical research monitoring plans, SOPs, database concepts, and formats • Understanding of GCP, regulations and guidelines • Excellent computer skills (MS word, excel, internet) • Knowledge of adverse medical event investigation, analysis, reporting procedures and standards

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references by e-mail with subject line mentioning "Application for the position **"Senior Research Fellow/Senior Research Nurse (BMGF Study)"** to the email id: bmgf.sepsis@gmail.com

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