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Recruitment Notice for Research Staff

Applications are invited for the following positions.

Project Technical Support I – 01 post

Details of each post including eligibility criteria and job profile are given below.

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualifications should be from a recognized Board/ University and full-time.
2. The specified experience should have been acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce a "No Objection Certificate".
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. Age relaxation will be given as per rules of the Government/ICMR.
6. No TA/DA will be admissible to appear in the screening test or personal interaction.
7. Only candidates who can join immediately need to apply, as the position is to be filled urgently.
8. This position will be purely on a temporary/contractual basis for the specified period and based on the project duration. The appointment under the research project does not give any right to claim by the candidate for permanent employment, absorption in GMCH/DHR/ICMR or continued contractual appointment.
9. In case the number of applicants for any post is large, screening will be done to limit the number of candidates to those possessing higher relevant qualifications.
10. Only shortlisted candidates will be called for a Written test/Interaction. Request for change in Written test/Interaction schedule will not be entertained under any circumstances.
11. The salary is a consolidated sum without other benefits and is based on the funding agency's guidelines.
12. Incomplete applications will stand summarily rejected without assigning any reasons thereof.
13. **Process of selection:** The candidates will be shortlisted based on qualification and experience. If needed a screening examination and interaction with the candidates will be held. The schedule of selection will be published on the hospital website. All results will be published on our website. No individual communication will be sent to any candidate by phone or email.
14. The competent authority reserves the right to any amendment, cancellation or changes to this recruitment notice as a whole or in part without giving any reason or giving notice.
15. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
16. If applying for more than one post, a separate application should be submitted for each post.

17. Canvassing in any form will be a disqualification.
18. **Interested candidates may please submit the following at Department of Neonatology, Level-4, Block D, Government Medical College Hospital, Sector 32, Chandigarh.**
    a. Filled application form (blank form given on the next page)
    b. Two reference letters by previous employers. The reference letter must have the contact details of the referee.
    c. Passport-size photograph
    d. Age proof (self-attested copy)
    e. Qualification certificate (self-attested copy)
    f. Experience certificate (self-attested copy)
    g. NOC from previous employer (if working currently)
19. Incomplete applications will be rejected.
20. **Schedule of selection (subject to change)**
    a. Last date of receiving applications: 20 August2024 at 5 PM
    b. Display of shortlisted candidates on GMCH website: 21 August 2024
    c. Screening test (if needed): 24 August 2024 (place of the test will be included in the list of shortlisted candidates).
    d. Interaction with candidates: in the PIA office, Room number 226, Level-2, Block D, GMCH, Chandigarh. Date and time will be intimated on the GMCH website.

Dr. Deepak Chawla / डॉ दीपक चावला
DM (Neonatology/नवजात शिशु चिकित्सा)
Professor/आचार्य
Department of Neonatology/नवजात शिशु विभाग
Government Medical College Hospital/सरकारी मेडिकल कॉलेज अस्पताल
Chandigarh/चंडीगढ़
PMC Registration Number: 30875

Department of Neonatology
Government Medical College Hospital, Sector 32, Chandigarh

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Paste photograph

Application form
Post applied for: _____

Candidate name	
Father name	
Date of birth	
Age	
Gender	
Marital status	Single/Married
Complete address	
Mobile number	
Email id	

Education (only essential and desirable qualifications):

Degree	School/College	University	CGPA/ Marks in Percent	Attempt

Work experience:

Post	From (date)	To (date)	Place of work	Work profile

Signature: _____   Dated: _____   Place: _____
Attach self-attested copies of date of birth proof, qualifications, experience, two reference letters, and NOC (if applicable)

Name of the post	Project Technical Support I
Number of positions	One
Emoluments	Rs 18000 Plus 18% HRA= Rs. 21240 per month (consolidated)
Age limit	28 years
Duration	One year (extendable till the completion of project duration of 3 years based on performance)
Location	Department of Neonatology, Government Medical College Hospital, Chandigarh
Job profile	The Project Technical Support will be responsible for: • Entering data into database, manage and maintain effective record keeping data. • 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. • Responsible for organizing files, collecting, and managing data to be entered into the computer. • Budget entries and generation of financial reports • Coordination of financial audits • Coordination of purchase of equipment and supplies for the project • Any additional work related to the research project including work of other research staff, as needed.
Essential qualifications and experience	Tenth class + Diploma in computer science + Two year experience in office work
Desirable qualifications and experience	1. Diploma or degree in computer science 2. Experience of working as a research staff in medical research
Skills	• Computer skills including proficiency in entering data and in use of Microsoft Office applications. • Excellent reading comprehension and strong written as well as verbal communication skills. • Good understanding of needs for project and job responsibilities. • Ability to establish and maintain effective working relationships with co-workers and investigators.