

Department of Community Medicine
Government Medical College Hospital, Sector 32, Chandigarh
Recruitment for project posts in Department of Community Medicine

Applications are invited from eligible candidates for appointment to the following project posts in ICMR, Govt. of India sponsored Project: **“Intergenerational community based approach for digital health literacy of elderly by adolescents-A mutual beneficial model”** undertaken by Dr Sonia Puri (Principal Investigator), Department of Community Medicine, GMCH Sector 32 Chandigarh. Project duration: 02 years.

Details of Posts to be filled

1. Research Assistant – One

S no	Position	Qualification required	No of posts	Remuneration
1.	Research Assistant	<ul style="list-style-type: none"> Graduate in science from a recognized University with 3 yrs experience OR Master's Degree in the Public Health Desirable Qualification/Experience <ul style="list-style-type: none"> Experience in any community based Research Projects in Govt./Autonomous Institution. Proficiency in Computer handling and MS Word, Excel, Power Point, knowledge of statistical tools. Experience in data collection in the field, data analyses, data handling and report writing Should possess excellent written and oral communication skills 	01	Rs. 31,000/- per month (With an annual increment of 10% in the 2nd year)
2.	Age limit	<ul style="list-style-type: none"> Up to 35 years 		
3.	Period of engagement	<ul style="list-style-type: none"> From the date of appointment till duration of the project (up to 2years) 		
4.	Nature of duty	<ul style="list-style-type: none"> Assisting in conducting, monitoring and co-ordinating the activities of the project in the field. Communicating, writing emails, letters, processing bills. Assisting in the modification of web based platforms, computer applications as per the study needs Any other duty assigned by the PI 		

2. Field Investigator– One

S no	Position	Qualification required	No of posts	Remuneration
1.	Field Investigator	<p>1) Graduate in Science with 3 yrs experience OR 2) MA in Social work/Sociology/Master's Degree in Public Health from a recognized university</p> <p>Desirable Qualification/Experience</p> <p>a. Experience in community based research, analysis and documentation. b. Experience in data collection in the field, data analyses, data handling and report writing c. Should possess excellent written and oral communication skills</p>	01	<p>Rs. 31,000/- per month</p> <p>(With an annual increment of 10% in the 2nd year)</p>
2.	Age limit	Up to 35 years		
3.	Period of engagement	From the date of appointment till duration of the project (up to 2years)		
4.	Nature of duty	<p>a. Assisting in conducting, monitoring and co-ordinating the activities of the project in the field. Communicating, writing emails, letters, processing bills. b. Conducting Focus Group Discussion c. Any other duty assigned by the PI</p>		

3. Data Entry operator– One

S no	Position	Qualification required	No of posts	Remuneration
1.	Data Entry Operator	<p>a) 12th Pass in Science Subjects from recognized board with one year Diploma in computer applications b) A speed of not less than 30 Words Per Minute through speed test on computer (that would be conducted on the day of Interview)</p> <p>Desirable Date</p> <p>a) Experience of handling Data Processing /management b) Experience of working in medical surveys of any Govt./Autonomous organization</p>	01	<p>Rs.17,000/- per month</p> <p>(With an annual increment of 10% in the 2nd year)</p>
2.	Age limit	Up to 30 years		
3.	Period of engagement	From the date of appointment till duration of the project (up to 2years)		
4.	Nature of duty	a. Assisting in data entry, data management, data analysis, and report writing.		

Eligible candidates fulfilling the criteria should apply on a plain paper specifying clearly the post applied with resume and all self-attested supportive documents/testimonials latest by **15/01/2024 4.00 p.m. in the Department of Community Medicine, Dr. Sonia Puri, Associate Professor/Principal Investigator, Block- E, Level – 4, GMCH, Sector: 32, Chandigarh.**

In case, applying for more than one post, separate application is required to be submitted for each post. Candidates must bring along all relevant documents in original and one passport size recent photograph.

Undersigned has full powers to cancel the advertisement or to modify/correct terms and conditions for filling these posts. Project involves field works/surveys/conducting interviews in different parts of the country. Therefore, candidates desirous/willing to do project related work mostly outside need only apply for these posts. General instructions for these posts are given below.

General instructions

1. Candidates may be shortlisted on the basis of higher educational qualification, work experience and/or screening test, if required.
2. Only short listed candidates will be called for the interview/written test.
3. No separate letter for screening test/interview will be issued individually. Candidates are advised to be in continuous contact with GMCH website (www.gmch.gov.in, www.gmch.nic.in) for all related updates.
4. The mere fulfillment of requisite essential qualification/ experience does not guarantee for calling in interview.
5. The tenure of the contract appointment is initially for a period of one year, which is extendable till the completion /sanction of project based on satisfactory performance.
6. If candidate is working somewhere, he/she must get NOC from the concerned Department of the Institute.
7. They will **not be entitled to any benefit** like Provident Funds. Pension Gratuity. Seniority or any other benefit as applicable to the Govt. Servant appointed on regular basis. However, they will be entitled for TA/DA out of project grant for project related work outside Chandigarh as per rules.
8. They will not accept any other appointment paid or otherwise. They will not indulge in private practice of any kind during the period of contract.

9. The institution as well as the ICMR will have no legal liabilities relating of staff.

They will have to conform to the rules, regulations and the discipline and conduct prevalent in the Department and those imposed by the administration from time to time.

10. If any declaration or information furnished by them at the time of applying or joining is found to be false or if they are found to have wilfully suppressed any material information. They will be liable for removal from service without any notice and also such other action, as the ICMR/ Government may deem necessary.
11. One month prior notice will be required for resigning from the post, failure of which will result in deduction of one month salary in lieu of one month prior notice.
12. The contract services can be terminated without any notice in case of misconduct or in the event of character and antecedents being reported to be unsatisfactory by the Head of the Department or by Principal Investigator.
13. They will not have any claim/ right to be absorbed/ appointed another ICMR Project for Posts merely on the basis of completion of present tenure. However their candidature may be considered further on the basis of general merit and performance.
14. No TA/DA will be paid neither for appearing in the interview nor for joining the post.
15. They will have to submit an Affidavit at the time of Joining that they will accept all the general instructions & terms and conditions related to the Post.

Dr Sonia Puri
Associate Professor/Principal Investigator