

ICMR-REGIONAL MEDICAL RESEARCH CENTRE

CHANDRASEKHAPUR, BHUBANESWAR-751023

No. RMRC/Proj/Recruit/DISHA/2020

Date: 21.07.2020

RECRUITMENT NOTICE

Applications in prescribed format (attached) specifying the 'post applied for' are invited for the following posts separately along with a copy of duly signed CV to be sent through email to dishatigiria@gmail.com on or before **29.07.2020 by 3.00 P.M.** While applying the posts, the candidates must mention the '**project titled and post applied for**' in the subject line. The interview for the posts will be held through video conferencing for which the specific date and time slot will be intimated through return email.

PROJECT ENTITLED:

“Demography Integrated Surveillance for Health Assessment (DISHA) on Dengue and Chikungunya in Tigiria block of Cuttack district, Odisha”

Funded by BIRAC, New Delhi under Dr. Sanghamitra Pati, Director of this centre & PI of the project.

PLACE OF POSTING: MRHRU, TIGIRIA, CUTTACK

SL No.	Position (Consolidated Salary per month)	No. of Staff	Age Limit	Category	Qualification	Job Description/Responsibilities
1.	Project Manager (Rs. 60,000/-)	1	Not more than 50 years	UR	Essential: 1. MD- Community Medicine / Graduation in medicine (MBBS)/ AYUSH or equivalent with MPH or MBA / Masters in social science or sociology or social work / PhD in demography or epidemiology. 2. Communication fluency in English and local language (verbal and written). 3. Experience in handling or management of research projects. 4. Should reside at study site.	1. Coordinate activities between department and field teams for effective and efficient implementation of programs and other field activities, including monitoring and supervision. 2. Plan the implementation framework of the study in field, monitoring frameworks, development of CRFs, testing of software application modules. 3. Develop operational guidelines and SOPs. 4. Liaise with district administration, health department and community

					<p>Desirable: Experience in field implementation of projects and involvement in primary community-based data collection activities. Training/ experience in Large-scale community based surveys/health related surveys or in a topic relevant to the project. Basic knowledge of data management and statistical analysis. Sound knowledge of resource management especially team management. Experience of handling electronic data capture and its related processes</p>	<p>representatives for community engagement.</p> <ol style="list-style-type: none"> 5. Willing to travel extensively in the field area. 6. Coordination with GIS, IT and administration teams for the entire surveillance activity. 7. Maintain networks and interacts with funding agencies to support project activities. 8. Participates in data management, analysis, report writing and manuscript preparation. 9. Identifies new research opportunities and writes new proposals. 10. Represent the organization in various forum.
2.	<p>Admin Manager (Rs. 40,000/-)</p>	1	Not more than 40 years	UR	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in any discipline/BBA with minimum 5 years of work experience. 2. Proficiency in local language and English. 3. Experience of Admin management. 4. Should reside at study site. <p>Desirable: Sound Computer knowledge on operating Ms Word, Ms Excel, Power points, Internet, drafting letters in English, English to Odia translation and vice versa, DTP, File management, etc.</p>	<ol style="list-style-type: none"> 1. Coordinate with field staff and ensuring logistic arrangement for them during field activities. 2. Ensure and processing the procurement of logistics and maintaining log book/ records. 3. Trouble shooting related to IT issues in field, preparation of android devices. 4. Support and Coordinate with project manager, GIS manager and Research Assistants for any logistic related issues and sorting it out. (Hard ware, software, vehicle and other) 5. Maintain staff attendance, processing

						<p>their salary and leave management etc.</p> <p>6. Support in DTP for report preparation, budget calculation and typing proposals etc.</p> <p>7. Maintain the track record of activities under the project and updating it regularly.</p> <p>8. Coordinate and make necessary arrangements during trainings/workshops</p> <p>9. Coordinate and make necessary arrangements during site visits by external members including Govt. officials.</p> <p>10. Any other task assigned by core team or Project Manager.</p>
3.	<p>GIS Manager (Rs. 40,000/-)</p>	1	Not more than 50 years	UR	<p>Essential:</p> <p>1. Bachelors or Masters or PhD in Demography / PhD degree in (Geography or Environmental Science / P.G. Diploma or higher qualification in Geo-informatics with minimum 2 years of experience.</p> <p>2. Proficiency in local language and English</p> <p>3. Should reside at study site.</p> <p>Desirable:</p> <p>Experience of handling electronic data capture and its related processes, Proficiency in remote sensing image processing and Arc GIS, Quantum, ERDAS, GRASS etc GIS software, Experience in implementation of projects involving GIS based surveying.</p>	<p>1. Establish required GIS infrastructure at the principal organization.</p> <p>2. Conduct the ground work and prepare the baseline maps that will inform procurement of appropriate satellite maps, software and equipment by the site.</p> <p>3. Training, handholding and supervising GIS mapping team.</p> <p>4. Coordinate with GIS team at the coordinating site for implementing the geo-spatial component of the project.</p> <p>5. Follow uniform SOPs for implementation, monitoring and quality assurance of geo-spatial component in sync with rest of the NBM sites.</p>

						<ul style="list-style-type: none"> 6. Maintain coordination between GIS, Census and IT teams. 7. Ready to travel extensively in the field area. 8. Conducting geospatial analysis and preparation of manuscript. 9. Represent the organization at various forums. 10. Any other task assigned by core team or Project Manager
4.	<p style="text-align: center;">Research Assistant (Rs. 31,000/-)</p>	4	Not more than 40 years	<p>SC-1 UR-1 ST-1 OBC-1</p>	<p>Essential:</p> <ul style="list-style-type: none"> 1. MPH / MSW / Masters in Sociology / Masters in Anthropology/ Masters in Population Science. or M.Sc. or M. Tech or M.A in (Geography or Geology or Environmental Science). Or P.G. Diploma or higher qualification in Geo-informatics. 2. Proficiency in local language and English 3. Should reside at study site. <p>Desirable:</p> <p>Field experience of research projects and handling of field workers for data collection, Handling of paperless data collection system (electronic data), Proficiency in local language (writing and speaking), Proficiency in remote sensing image processing and Arc GIS, Quantum, ERDAS, GRASS etc GIS software.</p>	<ul style="list-style-type: none"> 1. Implementation of field data collection, training and handholding of the field workers in data collection processes. 2. Ready to travel extensively in the field area. 3. Monitor data collection and perform quality check. 4. Coordination with the teams and stakeholders involved in the data collection activities. 5. Follow uniform SOPs for implementation, monitoring and quality assurance of geo-spatial component in sync with other sites. 6. Conducting satellite image processing, interpretation and digitization as instructed 7. Implementation of field data collection and handholding of the field workers in conducting the participatory mapping processes.

						8. Monitor data collection done by the field workers and perform quality check. 9. Coordination with census, IT teams and other community stakeholders involved in the data collection activities. 10. Any other task assigned by core team or Project Manager
5.	Field Investigator (Rs. 18,000/-)	16	Not more than 35 years	UR-6 EWS-2 SC-3 OBC-4 ST-1	Essential: 1. 12 th Class in any Stream. 2. Should reside at study site. Desirable: 1. Graduate in any discipline. 2. Prior experience in field data collection using electronic data collection system. 3. Proficiency in local language and sensitive to local culture, customs and beliefs.	1. The incumbent is expected to conduct field based mapping activities, quantitative data collection using electronic devises and process documentation. 2. The incumbent is expected to remain in the field and conduct field based census enumeration activities, quantitative data collection using electronic devises and process documentation. 3. Any other task assigned by core team or Project Manager or Research Assistant
6.	Programmer (Database and Software) (Rs. 30,000/-)	1	Not more than 40 years	UR	Essential: 1. BCA or BBA with minimum 2 years of work experience. Or Graduation in any kind of computer applications/ science 2. Minimum 2yrs of work experience 3. Proficiency in local language and English. 4. Should reside at study site. Desirable: Prior experience of developing software applications, software based data collection	1. Development and validation of electronic data collection tools. 2. Managing the electronic data collection, data security and safety. 3. Developing software application if required. 4. Creation of users and allocation, location assignment and management of web module of software. 5. Coordination with data collection and QC team for trouble shooting. 6. Coordination for all software and data

					tools, managing electronic data collection system.	related issues and sorting them out. 7. Support the study team and statistics unit for data cleaning and analysis. 8. Perform other organizational activities as assigned from time to time.
7.	Multi Tasking Staff (Rs. 15,800/-)	2	Not more than 30 years	UR-1 OBC-1	1. High School or equivalent. 2. Should reside at study site. Desirable: 1. Working experience of more than 2 year will be preferred. 2. Knowledge of cleaning of laboratory,	1. Day to day official work assistance 2. Data Entry, Sample Receiving, data tool transportation 3. Support during transportation 4. Ready to travel extensively in the field area 5. Any other task assigned by core team or Project Manager or Research Assistant
8.	Data Entry Operator (Rs. 17,000/-)	1	Not more than 30 years	OBC-1	1. 12 th Pass (any Stream) with PGDCA Certificate Course equivalent from any Govt./Recognized Private Institute. 2. Should reside at study site. Desirable: 1. Graduation in any stream with PGDCA. 2. Minimum 1 year of experience in Govt., Autonomous, PSU or any other organization. 3. Working experience on Ms Office packages, Internet will be given preference. A speed test of not less than 30 wpm on computer.	1. Data entry, storage of data securely. 2. DTP. 3. Preparation of reports. 4. Any other task assigned by core team or Project Manager or Research Assistant.

** Age relaxation will be given to the candidates having working experience in ICMR – RMRC BBSR project.*

** If suitable candidate is not found, the post may be filled up from any other category.*

Terms & conditions:-

1. Age relaxation will be given to the candidates belonging to SC, ST & OBC category as per Govt. of India rules & ICMR norms.
2. 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.
3. Mere fulfilling the essential qualification does not guarantee the selection.
4. Canvassing in any form will be a disqualification.
5. Consolidated salary of the post may vary from time to time.
6. No TA/DA will be paid to the candidate for appearing in the written test/skill Test/Interview.
7. Director, RMRC, Bhubaneswar reserves rights to consider or reject any application/candidature.
8. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
9. Appointment will be made on project mode and purely temporary in nature, co-terminus with the project. Candidate shall have no claim for regular appointment at RMRC, Bhubaneswar or ICMR.
10. Leave shall be as per the Institutional Policy for Project staff.
11. The Number of vacancies may vary according to requirement at later stage.
12. Similar post, if any, arises in future, may be filled up from the selected panel list.
13. In case of in-service candidates, a **NO OBJECTION CERTIFICATE (NOC)** from the present employer is to be submitted failing which the application is liable for rejection.
14. Documents to be sent through email to dishatigiria@gmail.com mentioning, **“Applying for the post of.....under the project entitled, “.....” In the prescribed format (download from the website)**

*CV (Only in PDF/Word format)

*All certificates (starting from 10th onwards)

*Caste Certificate (for SC, ST and OBC categories)

*Recent Photo (Passport size)

*No Objection Certificate from the employer (for In-Service Candidates)

Selected candidates will be provisionally appointed subject to submission of all documents (in original) for scrutiny and Verification.

Sd/-
Administrative Officer
For Director

ICMR-REGIONAL MEDICAL RESEARCH CENTRE
CHANDRASEKHARPUR, BHUBANESWAR-750123

Affix a recent
a color
passport size
photograph

APPLICATION FORM

Ref. Advt. No.	Date:	Post applied:
Name of the Project:		
Name of the Candidate:		
Father's Name/Husband's Name:		
Date of Birth:		Present age: (In completed years)
Phone No.	Email Id:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Others <input type="checkbox"/>	Category: UR <input type="checkbox"/> ST <input type="checkbox"/> SC <input type="checkbox"/> OBC <input type="checkbox"/> PwD <input type="checkbox"/> EWS <input type="checkbox"/>	
Marrital Status: Married <input type="checkbox"/> Unmarried <input type="checkbox"/>		
Language Known: Oriya <input type="checkbox"/> English <input type="checkbox"/> Hindi <input type="checkbox"/>		
Religion:		
Present Address:		
Permanent Address:		
EDUCATIONAL QUALIFICATION		

Exam passed	Board	Year of passing	Grade / Div.	Subjects
10th / HSC				
+2 / SSC				
Graduation				
P. G				
Professional				

WORK EXPERIENCE						
Organisation	Position held	Period		Duration in Years	Salary Drawn p.m.	Continuing/ Reasons for leaving
		From	To			

Employment Exchange Registration No./ Year _____ (if any)

Employment Exchange details: _____

If selected what period would you require to join the post: 1 week/ 15 days/ 1 month _____ (specify)

Have you ever been declared unfit by a Medical Board Yes/ No. If yes, give details

UNDERTAKING

This is to certify that, the aforesaid information furnished by me is true and correct to the best of my knowledge and belief. I further undertake that in the event of any information is found to be incorrect or false, my candidature is liable for cancellation.

Date:

Place:

(Full Signature of the Candidate)