

Recruitment Notice for Research Staff

Applications are invited for the following positions.

1. Project Scientist II (Non-Medical) – 01 post
2. Project Scientist I (Non-Medical) – 01 post
3. Project Nurse III – 04 posts
4. 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.**
- Filled application form (blank form given on the next page)
 - Two reference letters by previous employers. The reference letter must have the contact details of the referee.
 - Passport-size photograph
 - Age proof (self-attested copy)
 - Qualification certificate (self-attested copy)
 - Experience certificate (self-attested copy)
 - NOC from previous employer (if working currently)
19. Incomplete applications will be rejected.
20. **Schedule of selection (subject to change)**
- Last date of receiving applications: 22 May 2024 at 5 PM
 - Display of shortlisted candidates on GMCH website: 24 May 2024
 - Screening test (if needed): 27 May 2024 (place of the test will be included in the list of shortlisted candidates).
 - Interaction with candidates: 30 May 2024 at 11 AM in the PIA office, Room number 226, Level-2, Block D, GMCH, Chandigarh.



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

RECORD-IN Trial

Application form

Post applied for: _____

Paste
photograph

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 Scientist II (Non-Medical)
Number of positions	One
Emoluments	Rs 67000 Plus 18% HRA= Rs. 79060 per month (consolidated)
Age limit	40 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	<p>The Project Scientist II (NM) will be responsible for:</p> <ul style="list-style-type: none"> • Coordination of the conduct of the study across different study sites in India. • Visits to different study sites in India for study initiation and study monitoring is an essential part of the job profile. • Checking of data submitted by the different sites and correction of data. • Coordination of different trial-related meetings of stakeholders including investigators, data safety and monitoring boards, etc. • Keeping track of project with updated reports. • Generation of reports for IEC, side-effect monitoring committee, trial insurance agency, funding agency, etc. • Coordination of budget entries and generation of financial reports • Training of research staff • 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. • Any additional work related to the research project including work of other research staff, as needed.
Essential qualifications and experience	<p>A. First Class Post Graduate degree from a recognized University in subjects listed below with 4 years R&D/teaching/working experience in a Govt/Public Sector/Private Institutions.</p> <p>OR</p> <p>B. Second Class Post Graduate with Ph.D. degree from a recognized University in subjects listed below with 4 years R&D/teaching/working experience in a Govt/Public Sector/Private Institutions.</p> <p>Eligible subjects for educational qualification:</p> <ol style="list-style-type: none"> 1. Biochemistry 2. Genetics/ Medical Genetics 3. Immunology 4. Molecular biology 5. Biotechnology 6. Pharmacology <p><i>Note:</i> Ph.D. will be considered as a 4-years-experience (irrespective of the duration taken to complete the degree)</p>

Desirable qualifications and experience	<ol style="list-style-type: none"> 1. Postgraduate diploma or degree in clinical trial management 2. Experience of working as a research staff in medical research
Skills	<ul style="list-style-type: none"> • Basics of biomedical research including informed consent process. • Basics of data analysis and report writing • Well versed in recording the data. • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English is required. • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in entering data and in use of Microsoft Office applications. • Good organizational behavior and problem-solving skills. • Ability to establish and maintain effective working relationships with co-workers and investigators.

Name of the post	Project Scientist I (Non-medical)
Number of positions	One
Emoluments	Rs 56000 Plus 18% HRA= Rs. 66080 per month (consolidated)
Age limit	35 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	<p>The Project Scientist I (NM) will be responsible for:</p> <ul style="list-style-type: none"> • Providing support to research nurses in recruitment of study subjects and data collection. • Ensuring data accuracy and completion • 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. • Keeping track of project with updated reports. • Responsible for organizing files, collecting, and managing data to be entered into the computer. • Any additional work related to the research project including work of other research staff, as needed.
Essential qualifications and experience	<p>First Class Post Graduate degree from a recognized University in subjects listed below</p> <p>OR</p> <p>Second Class Post Graduate with Ph.D. degree from a recognized University in subjects listed below</p> <p>Eligible subjects for educational qualification:</p> <ol style="list-style-type: none"> 1. Biochemistry 2. Genetics/ Medical Genetics 3. Immunology 4. Molecular biology 5. Biotechnology 6. Pharmacology
Desirable qualifications and experience	<ol style="list-style-type: none"> 1. Postgraduate diploma or degree in clinical trial management 2. Experience of working as a research staff in medical research
Skills	<ul style="list-style-type: none"> • Basics of biomedical research including informed consent process. • Well versed in recording the data. • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English is required. • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in entering data and in use of Microsoft Office applications. • Good organizational behavior and problem-solving skills.

	<ul style="list-style-type: none">• Ability to establish and maintain effective working relationships with co-workers and investigators.
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Name of the post	Project Nurse III
Number of positions	Four
Emoluments	Rs 28000 Plus 18% HRA= Rs. 33040 per month (consolidated)
Age limit	30 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	<p>The Project Nurse III will be responsible for:</p> <ul style="list-style-type: none"> • Posting in labor room and maternity OT • Morning, evening, and night shifts by rotation (duration of shifts may vary depending on the number of working staff) • Recruitment of study subjects • Obtaining written informed consent • Preparing the equipment for delivery of intervention • Collection of data • Coordination with the clinical care staff to collect research data • Any additional work related to the research project including work of other research staff, as needed.
Essential qualifications and experience	Minimum second class or equivalent CGPA in four-year general nursing and midwife course
Desirable qualifications and experience	<ol style="list-style-type: none"> 1. Postgraduate degree in pediatric nursing 2. Experience of working as a research staff in pediatric or neonatal studies
Skills	<ul style="list-style-type: none"> • Basic neonatal care including care during resuscitation. • Well versed in recording the data. • Excellent reading comprehension and strong written as well as verbal communication skills including good command of Hindi or Punjabi is required. • Good understanding of needs for project and job responsibilities. • Ability to establish and maintain effective working relationships with co-workers and investigators.

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	<p>The Project Technical Support will be responsible for:</p> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Diploma or degree in computer science 2. Experience of working as a research staff in medical research
Skills	<ul style="list-style-type: none"> • 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.