

**GOVERNMENT MEDICAL COLLEGE HOSPITAL, SECTOR 32, CHANDIGARH**

**DEPARTMENT OF COMMUNITY MEDICINE**

**Recruitment for project posts in Department of Community Medicine**

**RECRUITMENT NOTIFICATION**

Applications are invited from eligible candidates for appointment to the following project post on contract basis for the project entitled "An Intergenerational Community Based Approach for Digital Health Literacy of Elderly by Adolescents- A Mutual Beneficence Model" (ICMR FUNDED), undertaken by Dr. Sonia Puri (Principal Investigator), Department of Community Medicine, GMCH Sector 32 Chandigarh.

Eligible candidates fulfilling the criteria may appear with their Curriculum Vitae and testimonials in ORIGINAL, as well as set of photo copies. Candidates will be selected based on the performance in the Interaction/written test.

Venue: Block-E, Level-4, GMCH, Sector 32, Chandigarh.

Last date of Submission : 15-02-2025

**Details of Posts to be filled**

	Name of the Post	Research Assistant
1	No. of Post	01
	Essential Qualification	Graduate in Science from a recognized University with 3 Years experience OR Master of Public Health
	Desirable Experience	<ul style="list-style-type: none"><li>• Experience in any community based Research Projects in Govt./Autonomous Institution.</li><li>• Proficiency in Computer handling and MS Word, Excel, Power Point, Knowledge of statistical tools.</li><li>• Experience in data collection in the field, data analysis, data handling and report writing.</li><li>• Should possess excellent written and oral communication skills.</li></ul>
	Salary	Consolidated Rs.31,000/-per month;
	Age Limit	Up to 35 Years
	Period of engagement	From the date of appointment till remaining period of the project.
	Nature of work	<ul style="list-style-type: none"><li>• Assisting in conducting, monitoring and co-ordinating the activities of the project in the field. Communicating, writing e-mails.</li><li>• Letters, processing bills.</li><li>• Assisting in the modification of web based platforms, Computer applications as per the study needs.</li><li>• Any other duty assigned by the PI.</li></ul>
2	Name of the Post	Data Entry Operator

	No.of Post	01
	Essential Qualification	a) 12 <sup>th</sup> Pass in Science Subject from recognized board with 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)
	Desirable Experience	a) Experience of handling Data Processing/management b) Experience of working in medical surveys of any Govt./Autonomous organization
	Salary	Consolidated Rs.17,000/- per month
	Age Limit	Up to 30 years
	Period of engagement	From the date of appointment till remaining period of the project.
	Nature of work	a) Assisting in data entry, data management, data analysis, report writing and field work also.

Eligible candidates fulfilling the criteria should apply on a plain paper specifying clearly the post with resume and all self-attested supportive documents/testimonials latest by 17/02/2025 5.00 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 work/survey/conducting interviews.

#### General instructions

- 1 Candidates may be shortlisted on the basis of higher educational qualification, work experience and/or screening test, if required.
- 2 Only shortlisted 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](http://www.gmch.gov.in), [www.gmch.nic.in](http://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 would be renewed regularly quarterly till remaining period of the project sanctioned by ICMR.
- 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.
- 10 They will have to conform to the rules, regulations, discipline, conduct prevalent in the Department and those imposed by the administration from time to time.
- 11 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.
- 12 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.
- 13 The Contract services can be terminated after completion of tenure without any prior notice without specifying any reason by the Head of the Department/Principal Investigator.
- 14 They will not have any claim/ right to be absorbed or appointed in 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.
- 15 No TA/DA will be paid neither for appearing in the interview nor for joining the post.
- 16 They will have to submit an Affidavit at time of joining that they will accept all the general instructions & terms and conditions related to the post.

  
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