

OFFICE OF THE DEAN
Pt. J. N. M. Medical College, Raipur (C.G.)

No./M.C./ Est./24/ 7690

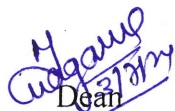
Raipur, Date: 3/7/24

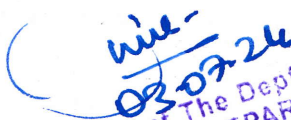
Walk in Interview

Applications are invited for the following posts on contract basis under the National Pregnancy and Cardiac Diseases of India Study (N-Pac India Study) in Department of Cardiology, Pt.J.N.M.Medical College Raipur.

S.N.	Name of the Post	No.	Essential qualification and Desirable Experience	Salary
1	Project Technical support-I	01-UR	<ul style="list-style-type: none">• Bachelor's Degree Public Health / Social Science/ Life Sciences/ Health care management or related field from a recognized institution/ university.• Ability to read, write, communicate, and type in English.• Ability to use Microsoft Excel, Word and Power Point.• Ability to communicate, read and write in the local language. <p><u>Preference may be given to:</u></p> <ul style="list-style-type: none">• Experience in data collection, data analysis, data monitoring etc.	Rs 18000 + HRA as applicable per month

Interested candidates may submit their CV in Board Room, till Time 12 noon, Date 12-07-2024 . Applicants should appear for interview (with original testimonials) in the office of undersigned on Date 12-07-2024 by Time 12 noon. The process of selection will be according ICMR guideline enclosed. For further information please visit www.ptjnmraipur.in


Dean
Pt. J. N. M. Medical College
Raipur (C.G.)


Head of The Deptt.
CARDIOLOGY DEPARTMENT
Advance Cardiac Institute
Pt. J.N.M. Medical College &
Dr. B.R.A.M. Hospital,
Raipur (C.G.)

8. Educational Qualification:-

Name of the Examination	Subject/Discipline/ Specialty	University/ Institute/ College	Year of Passing final examination	Marks obtained	Maximum Marks	% Obtained
Higher Secondary						
Graduation	Bachelor`s Degree public health / social science/ life sciences/ health care management or related field					

9. Work Experience if any: -

Attach annexure (designation/post, experience in govt./ semi govt./ other etc.....)

10. The candidate will be required to join immediately (Yes/No) _____

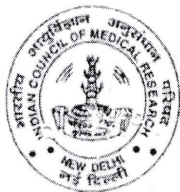
I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein if found to be incorrect or false, and then I shall be liable for action as per rules in force.

Name of Candidate

Signature.....

Date:

Place:



**NATIONAL PREGNANCY AND CARDIAC
DISEASES OF INDIA STUDY
(N-PAC INDIA STUDY)**

INDIAN COUNCIL OF MEDICAL RESEARCH



Annexure-1: HR employment at participating sites

(Please follow the ICMR guidelines to advertise, interview and employ as per annexure-2)

Required Qualifications

	Designation	Remuneration	Criteria modified for the NPAC India study
1	Project Technical support I (One-post)	Rs. 18000 + HRA as applicable per month	<ul style="list-style-type: none">● Bachelor's Degree public health / social science/ life sciences/ health care management or related field from a recognized institution / university.● Ability to read, write, communicate, and type in English.● Ability to use Microsoft Excel, Word and PowerPoint.● Ability to communicate, read and write in the local language. Preference may be given to <ul style="list-style-type: none">● Experience in data collection, data analysis, data monitoring etc.

Job Description

1. Assist the site Principal Investigator in screening for potential participants and getting consent and recruit participants for the study at the guidance of site Principal Investigator
2. Assist the site Principal Investigator in filling offline and online case report forms.
3. Participate in the weekly online monitoring meetings organised by the central coordinating site.
4. Being a single point of contact for staff from the central coordinating site.
5. Coordinate with the obstetrics and the cardiology teams of the participating site to ensure the study protocol is followed.
6. Maintain all required records related to the study.
7. Assist the PI in organising follow up visits of the participants.
8. In addition to the above, any other job pertaining to the study as informed periodically by the central coordinating site and site Principal Investigator

National Coordinating Centre

Cardiovascular Research Unit, First Floor, Institute of Cardiology,
Rajiv Gandhi Government General Hospital, Madras Medical College, Chennai, Tamil Nadu-600003
Email: npacindia2022@gmail.com Ph: 044 2855 000

INDIAN COUNCIL OF MEDICAL RESEARCH


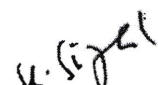
Guidelines for recruitment of staff for short-term research projects

ICMR, in pursuit of its scientific research activities, carry out its own Intra-mural as well as Extra-mural short-term research projects. Projects are also sponsored by other Government Departments, Universities, and Industrial Houses, Private Sector, National and International Organizations. In some of the cases, project activities are also carried out at the premises of other organizations/ institutions across the country termed as 'Host Institutes'. In order to accomplish the project targets in time, suitable scientific, technical and administrative manpower is to be recruited in the projects. Thus guidelines are required to be framed to provide transparent procedures for recruitment of human resource for various positions in the projects. Amendments/ modifications to the existing instructions are also carried out for incorporating new elements which are based on operational experience and situational analysis.

2. On the basis of funding arrangements, Research projects are broadly divided into two categories as under:

- i) ICMR funded projects; and
- ii) Non-ICMR funded projects including projects sponsored by NGOs, Industrial Houses, Private Sector, National and International Organizations.

Nomenclature of posts, criteria of essential qualifications, rates of monthly remuneration and upper age-limit in respect of each project post has been specified in **Annexure-I**.

4. **Recruitment Process:** Vacancy positions should be notified through internal circulars and on ICMR website as well as on the websites of the concerned Institute/ centre, calling candidates for walk-in-interview and/or a written test, if the numbers of eligible candidates are more than 30. In case the project is meant for remote areas, an advertisement in local newspaper should also be made.

5. **Engagement of Consultants:** Engagement of consultants in short-term projects may be resorted to in a situation requiring time bound quality service which cannot be accomplished from the available resources. The qualification criterion of consultants has been mentioned at serial number 23 to 25 of the Annexure-1. The Institute/ Centre will publish an advertisement on the websites of ICMR and of the Institute inviting applications from the eligible candidates. All the applications received in response to the advertisement will be scrutinized/ shortlisted by a Screening Committee, and thereafter, a Selection Committee will hold Interview. The composition of Screening Committee and Selection Committee will be as under:

a) Screening Committee:

- 1) Project Investigator of the Project/ Head of Division or his/her nominee,
- 2) Sr. Administrative Officer/ Administrative Officer,
- 3) One External Expert,

b) Selection Committee:

- 1) Director of the Institute/Head of Division,
- 2) Project Investigator,



- 3) Sr. Administrative Officer/ Administrative Officer/ Accounts Officer,
- 4) One External Expert,
- 5) One representative from SC/ST/OBC/Minority category.

Note: Among 5 members, a woman representative may be included.

6. **Reservations:** The Principal Investigator will take care that adequate representation is given to the candidates belonging to SC/ST/OBCs categories based on the merit. Reservations in the ICMR funded projects shall continue to be implemented as specified in ICMR Office Order No. 19/9/2014-SCT (Cell).Hqr. dated 09/12/2014.

7. **Duration of Engagement:** Appointment in the project will be on contract basis for the duration of the project. A format of appointment letter is annexed (**Annexure-II**). However, contract may be extended on yearly basis or till the project is completed, whichever is earlier, subject to performance evaluation by Project Investigator.

8. **Rates of emoluments:**

- (I) In respect of ICMR funded projects, rates of consolidated emoluments shall be fixed corresponding to the Pay Bands plus Grade Pay applicable to regular posts in ICMR with a provision of annual increment @10% of the pay. The amount of increment may be added to the emoluments only after completion of one year of service. No other allowance shall be admissible to the project employees.



(II) The Principal Investigator should incorporate the incremental cost of emoluments while preparing the budget estimates of the projects,

(III) The project employees who are working in the long-term projects and drawing consolidated salary as well as ~~and~~ in the running scales of pay, they will continue to be governed with the existing procedure of ICMR.

9. **Age Concession:** Age relaxation is admissible in respect of SC/ ST/ OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and Ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.

10. **Leave Provisions:**

a)	Annual/Accrued leave:	30 days per annum (Pro-rated @ 2.5 days per month of completed service)
b)	Maternity leave:	180 days in terms of ICMR OM No. 16/50/2015-Admn.II dated 11/02/2016.
c)	Casual Leave and Restricted Holiday	Casual Leave - 8 days Restricted Holiday - 2 days

- i) No other kind of leave shall be admissible.
- ii) Leave shall not be carried forward beyond one year contract
- iii) On termination of the contract, the employee shall not be entitled to the benefit of encashment of unavailed leave.



11. Travel Entitlement: It will be at par with the entitlement of regular employees holding similar post in ICMR. In respect of retired Government servants working as Consultants, the entitlement will be same as available to them at the time of retirement.

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