

ICMR-REGIONAL MEDICAL RESEARCH CENTRE
CHANDRASEKHARPUR, BHUBANESWAR-751023

No.RMRCBB/Proj/Recruit/MPH/2022-23/

Dt: 17/06/2022

RECRUITMENT NOTICE

Applications are invited in the prescribed format attached herewith for the following purely temporary contractual basis for the post of **Academic Programme Manager & Academic Programme Assistant**. The last date for applications is **27/06/2022 till 05.00 P.M.** The applications must be submitted in the standard format to rmrcmph2022@gmail.com. Other details like age limit, educational qualification, selection process & how to apply are given below:-

Sl. No	Name of the Post	Vacancy/ Category	Consolidated Salary	Essential Qualification	Job Description	Age Limit
01.	Academic Program Manager	UR-1	Rs.55,000/- per month	Essential: Professionals with MD or Ph. D. in Community Health, Epidemiology, Biostatistics or Population Sciences or other relevant subjects and published papers. OR Required Govt. employee with requisite educational qualification drawing pay in pay Band Rs 15,600-Rs39,1000 + Grade pay of Rs.6600/- at the time of retirement and having adequate working experience in teaching or Research.	<ol style="list-style-type: none">1. Provide subject-specific content to help students through drop-in assistance.2. Recognize the different learning styles and student preferences.3. Create a professional and welcoming environment by modelling respect for students' diverse cultures, language skills, and experiences.4. Use active listening strategies to allow student to determine content and pace of tutoring.5. Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress.6. Participate in professional development activities to improve tutorial skill and continue to grow cultural competence and reflection skills.	age up to 70 years

					<p>7. Utilize feedback and reflection to improve practice.</p> <p>8. Recognize students' strength and weakness to prepare them for both theory and practical examinations. Mentor them to complete their project and dissertation work.</p> <p>9. Provide assistance in the use of equipment, learning objects, and materials needed for student success.</p> <p>10. Identify, arrange invitation of different Public Health experts' different parts of the country.</p> <p>11. Accompany students in Field visit and facilitate field based learning.</p> <p>12. Provide hands-on training of various research skill.</p> <p>13. Complete any other tasks assigned time to time by Nodal officer, MPH and Director, RMRC, BBSR.</p>	
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02.	Academic Program Assistant	UR-1	Rs.31,000/- Per month	<p>Essential: Graduate in Science from a recognized University with three years of work experience from a recognized Institution or Master degree in Science in relevant subject.</p>	<ol style="list-style-type: none"> 1. Maintain academic office registers, University guidelines, Syllabus and Certificates and registers. 2. Co-ordinate with university and other Govt. offices for smooth conduct of the course. 3. Prepare letters, notice and exam schedule as per instruction of MPH nodal officer. 4. Co-ordinate with RMRC office for movement of MPH related file and bills. 5. Compile monthly attendance report of MPH theory and practical classes to communicate. 6. Assist the Nodal officer in preparation of advertisement, scrutiny of applications and conduct of entrance examination. 7. Track the issuing of certificates to the students. 8. Co-ordinate with accounts section to deposit annual fees from student. 9. Assist faculty and tutors in arranging classes, conducting examinations, internal module assessment, preparing mark sheet etc. Mentor the classroom support staff. 10. Complete any other tasks assigned time to time by Nodal officer, MPH and Director, RMRC, BBSR. 	30 years as on date of Interview
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Terms and Conditions:

1. 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.
2. Mere fulfilling the essential qualification does not guarantee the selection.
3. Canvassing in any form will be a disqualification.
4. Consolidated salary of the post may vary from time to time.
5. No TA/DA will be paid to the candidate for appearing in the written test/skill Test/Interview.
6. Director, RMRC, Bhubaneswar reserves rights to consider or reject any application/candidature.
7. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
8. Appointment is purely temporary and candidate shall have no claim for regular appointment at RMRC, Bhubaneswar or ICMR.
9. Leave shall be applicable as per funding agency/ Institutional policy for contract staff of ICMR, BBSR guidelines in this regard.
10. Similar post, if any, arises in future, may be filled up from the selected panel list.
11. The engagement can be terminated at any time by giving one month notice on either side.
12. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
13. In case of in-service candidates, a **NO OBJECTION CERTIFICATE (NOC)** from the present employer is to be submitted.
14. **Corrigendum/addendum/further information; if any in respect of this advertisement will be published on our website only.**

Please read the below instructions carefully:-

Candidates should type "Application for the post of" in the subject line while sending their application through e-mail. Interested candidates possessing the required qualification may submit their scanned copy of applications (attached prescribed format attached) along with supporting documents to the email id: rmrcmph2022@gmail.com on or before 27/06/2022 till 05.00 PM. Late and incomplete applications & not submitted in the prescribed format will not be considered. There is no need to send hard copy of any application form/documents at this stage. The shortlisted candidates name will be displayed on the website of RMRC Bhubaneswar. The interview for the posts will be held through (online/offline) for which the specific date and time slot will be intimated (shortlisted candidates only) through mail.

Documents to be sent through e-mail: -

- *Filled application form (only in PDF format)
- *All copy of marksheets & certificates (10th onwards) (only in PDF format)
- * Passport Size Photograph
- * Experience Certificate
- *No objection certificate (if any)

For any difficulty regarding the advertisement, Please contact:-0674- 2305604 (10.00 AM – 05.00 PM)

Sd/-
Sr. Administrative Officer
For Director

**ICMR-REGIONAL MEDICAL RESEARCHCENTRE
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Affix a recent
colour size
Passport
Photograph

APPLICATION FORM

Ref. Advt. No.	Date:	Post applied:	
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	Year of passing	Grade / Div.	Subjects
10th / HSC			
+2 / SSC			
Graduation			
P. G			
Proccessional			

WORK EXPERIENCE						
Organisation	Position held	Period		Duration in years	Salary drawn p.m.	Reasons for leaving
		From	To			

Employment Exchange Registration No./ Year _____

Employment Exchange details: _____

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

Signature of the candidate