

**ICMR-REGIONAL MEDICAL RESEARCH CENTRE**  
**CHANDRASEKHARPUR, BHUBANESWAR-751023**

No.RMRC/Proj/Recruit/BKM/2022-23/

Dt: 12/05/2022

**RECRUITMENT NOTICE**

Applications in Prescribed format (to be downloaded from website) specifying the ‘post applied for’ are invited for the following posts to be sent to email id [oansrec@gmail.com](mailto:oansrec@gmail.com) on or before **30/05/2022** by **05.00 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.

<b>Project entitled, “ Odisha Annual Nutrition Survey (OANS)”</b> <b>PI-Dr. Sanghamitra Pati, Scientist-G &amp; Director, ICMR-RMRC, Bhubaneswar</b>							
SI No	Post	No of Vacancy/ Category	Essential Qualification	Desirable Qualification	Job requirement	Age	Consolidated Salary/month
1	Project Coordinator/ Consultant- Nutrition	UR – 1	MD in Community medicine/ General medicine/ Pediatrics/ Nutrition from a recognized university and should have published scientific papers. <b>OR</b> PhD in Demography/ Statistics/ Public Health/ Nutrition/ Sociology/ Social work/ Anthropology from a recognized university and should have published scientific papers.	<ul style="list-style-type: none"><li>• 5 years work experience from a recognized institution.</li><li>• Experience of managing/ coordinating large scale health survey/medical research project.</li><li>• Knowledge/ experience of data analysis &amp; report writing.</li></ul>	<ol style="list-style-type: none"><li>1. Overall planning, management, smooth functioning and coordination of the project.</li><li>2. Ensure timely development of survey tools &amp; manuals, sample selection etc.</li><li>3. Overall monitoring and supervision of project work, data collection, data validation, and data management. Regular reporting to the PI/ investigators of the project, TAG and project partners.</li></ol>	Not exceeding 70 years as on date of advertisement.	Rs.90,000/-

					<ol style="list-style-type: none"> <li>4. Data analysis, preparation of fact dissemination.</li> <li>5. Coordinate between the project partners/ stakeholders, TAG, various officials and project staffs. Conducting meetings, trainings etc.</li> <li>6. Do field visits as and when needed. Any other task as assigned or as the project requires.</li> </ol>		
2	Health Coordinator	UR – 1	MBBS/ MPH/ MBA/ MHA/ M.Sc. in Nutrition from a recognized university with R&D experience of 1 year from a recognized institution and should have published scientific papers.	<ul style="list-style-type: none"> <li>• Experience of managing/ coordinating health survey/medical research project.</li> <li>• Experience of integrating CAB with household surveys.</li> <li>• Knowledge/ experience of data analysis &amp; report writing.</li> </ul>	<ol style="list-style-type: none"> <li>1. Supporting in overall planning, management, smooth functioning and coordination of the project. Overall management of the CAB and health components of the project.</li> <li>2. Ensure timely development of survey tools &amp; manuals, sample selection etc.</li> <li>3. Monitoring and supervision of project work, data collection, data validation, and data management. Regular reporting to the project coordinator.</li> <li>4. Data analysis, preparation of fact sheets, report writing &amp; dissemination.</li> </ol>	Not exceeding 70 years as on date of advertisement	Rs.70,000/-

					<ol style="list-style-type: none"> <li>5. Coordinate between the partners/ stakeholders of the project, TAG, various officials and staffs. Conducting meetings, trainings etc.</li> <li>6. Do field visits as and when needed. Any other task as assigned or as the project requires.</li> </ol>		
3	I.T. Coordinator	UR – 1	B. Tech/ Master’s Degree in Computer engineering/ Computer science/ Computer technology/ Information technology/ Computer application from a recognized university with R&D experience of 1 year from a recognized institution.	<ul style="list-style-type: none"> <li>• Experience of large scale data management in health survey/ medical research.</li> <li>• Experience of IT tool development and management.</li> <li>• Published scientific papers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Coordination with the agency selected for development and management of IT tools.</li> <li>2. Managing all IT, software and data processing related issues.</li> <li>3. Ensure safe and proper transmission and storage of data</li> <li>4. Training the staffs regarding the IT tools.</li> <li>5. Should be prepared to do field visits for IT related tasks if needed.</li> <li>6. Regular reporting to the project coordinator. Any other task as assigned.</li> </ol>	Not exceeding 70 years as on date of advertisement	Rs.60,000/-
4	Statistician/ Demographer	UR – 1	M.Sc. in Statistics/ Demography/ Master’s degree in Public health from a recognized university with R&D experience of 1 year from a recognized institution.	<ul style="list-style-type: none"> <li>• Experience in the field of health survey/ medical research.</li> <li>• Strong analytical skill in large scale survey data management.</li> <li>• Published scientific papers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Checking consistency of data.</li> <li>2. In-depth analysis of data and identifying indicators for dissemination.</li> <li>3. Supporting in drafting, reviewing and finalization of</li> </ol>	Not exceeding 70 years as on date of advertisement	Rs.60,000/-

					<p>reports.</p> <p>4. Supporting in disseminations.</p> <p>5. Regular reporting to the project coordinator. Any other task as assigned.</p>		
5	Health Investigators (CAB)	UR – 3 SC – 1 OBC – 1	<p>MBBS/ BDS/ BAMS/ BHMS from a recognized university with 5 years work experience from a recognized institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>MD/ MS/ MDS/ MPH from a recognized university.</p>	<ul style="list-style-type: none"> <li>• Experience in the field of health survey/ medical research.</li> <li>• Experience of integrating CAB with household surveys.</li> <li>• Knowledge/ experience of data analysis and report writing.</li> <li>• Basic knowledge of computer applications.</li> <li>• Knowledge of local language.</li> </ul>	<ol style="list-style-type: none"> <li>1. Should be prepared to reside at study site and do extensive field visits.</li> <li>2. Planning, organizing and coordinating the work of the CAB component.</li> <li>3. Development of survey tools &amp; manuals, sample selection, doing household listings.</li> <li>4. Monitoring and supervision of field work (CAB components), data validation, ensuring indicators, and regular reporting to the core team.</li> <li>5. Supporting in data analysis, preparation of fact sheets, report writing &amp; dissemination.</li> <li>6. Coordinate between the core team, field investigators, various officials, local representatives and stakeholders. Arranging meetings, trainings etc. Any other task assigned by the core team.</li> </ol>	Not exceeding 30 years as on date of advertisement.	Rs.30,000/-

6	Admin-cum- Accounts Assistant	UR – 1	Graduate in any discipline with 5 years experience of administration/ finance and accounts work.  *Master's degree in relevant fields like accounting/ finance/ business administration etc. from a recognized university will be considered as experience equal to the original duration of the course	<ul style="list-style-type: none"> <li>• Knowledge/ experience of GFR, accounting standards, accounting process, audit requirement, record keeping in Government offices.</li> <li>• Basic knowledge of computer applications.</li> </ul>	<ol style="list-style-type: none"> <li>1. Managing all administrative and financial matters of the project.</li> <li>2. Technical and financial evaluation of bids/proposals for procurements/ services.</li> <li>3. Drafting of administrative and financial letters and communications.</li> <li>4. Timely processing of payments, salary bills etc. Maintenance of leave and other official records of staffs.</li> <li>5. Proper record keeping and assisting during audits. Any other task assigned by the core team.</li> </ol>	Not exceeding 30 years as on date of advertisement	Rs.25,000/-
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*\* Age relaxation will be given as per Government of India rules and ICMR norms, and to the candidates having working experience in ICMR – RMRC, Bhubaneswar projects.*

### **Terms & 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. Director, RMRC, Bhubaneswar reserves rights to consider or reject any application/candidature.
6. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
7. 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.
8. Leave shall be as per the Institutional Policy for Project staff.
9. The Number of vacancies may vary according to requirement at later stage.
10. Similar post, if any, arises in future, may be filled up from the selected panel list.

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.

Documents to be sent through email to **oansrec@gmail.com** mentioning, “Applying for the post of..... under the project entitled, “.....” In the prescribed format **(to be downloaded from the website)**.

**\*Filled Application form (only in PDF format)**

**\*All certificates (starting from 10th onwards) (only in PDF format)**

**\*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/-  
Sr. Administrative Officer  
For Director**

**ICMR-REGIONAL MEDICAL RESEARCH CENTRE  
CHANDRASEKHARPUR, BHUBANESWAR-750123**

Affix a recent  
color passport  
size  
photograph

**APPLICATION FORM**

Ref. Advt. No.	Date:	Post applied:
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Name of the candidate:

Father's Name/Husband's Name:

Date of Birth:	Present age: (In completed years)
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Phone No.	Email Id:
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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"/>
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Marrital Status: Married  unmarried

Language Known: Oriya  English  Hindi

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**