

M.A.M.COLLEGE ASSOCIATED L.N. HOSPITAL
Department of Obstetrics and Gynaecology
NEW DELHI-110006

02/01/2023

RECRUITMENT NOTICE

The following positions under the project titled “**The severity of COVID disease and pregnancy outcome among women with COVID infection with or without COVID vaccination – A multicentric case-control study**” funded by the Indian Council of Medical Research, Government of India, in the Dept. of Obstetrics and Gynaecology, LOK NAYAK HOSPITAL needs to be filled purely on **temporary contractual basis** for a specified period of time and may be terminated earlier than expected.

Interested candidates are requested to send their application to the **email ID: obgcovidvac@gmail.com on or before 14/01/2023**. Selection of candidates to the post will be based on the recommendations of the selection committee.

Name of the post	Project Assistant, 01 post
Department	Department of Obstetrics and Gynaecology
Age Criteria	21-35 years
Emoluments/Duration	Rs. 31,000(basic 9300,GP4200) per month consolidated
Location	LOK NAYAK HOSPITAL ,NEW DELHI
Job profile	The project Assistant will be responsible for the following: <ol style="list-style-type: none">1. Collect information about patients admitted with covid in pregnancy and fill the required Perfomas and take their consent2. To collect all the data from their records in case missed during admission3. To follow up all the babies born of these mothers4. To contact the above mentioned people after 6 weeks to get information as per the proforma either telephonically or by mail or when she visits the hospital at 6 weeks
Qualifications and Experience	Essential: <ol style="list-style-type: none">1. Masters in public health, social work, nursing or other relevant areas2. Good command of Hindi and English—Reading, speaking & writing, preferably3. Desirable: Experience of working in qualitative research
Skills	<ul style="list-style-type: none">• Important to know HINDI to converse with the patients• Good understanding of needs for project and job responsibilities• Computer skills including proficiency in use of Microsoft Office applications• Good organizational behavior and problem-solving skills• Well versed in recording and maintaining data• Ability to establish and maintain effective working relationships with participants, investigators and co-workers

NOTE:

1. Validity of the short list will be for **twelve months** from the date of publication.
2. Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
4. Upper age limit may be relaxed as per Govt. of India rules (five years for SC/ST and OBC candidates)
5. The posts are purely on contract basis for an external sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
6. **Valid email id and mobile number is compulsory.**
7. Decision of the selection committee will be final.
8. No TA/ DA will be paid for the interview.
9. Canvassing of any kind will lead to disqualification.
10. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
11. If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
12. The appointee may be relieved from the current job position, with one-month prior notice, failing to do so may be held responsible for paying one month salary.
13. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
14. **Only shortlisted candidates will be called for written test /Interview and their names will be displayed on OBGY Notice board, MAMC& associated LNH.**
15. Request for change in Written test/ Interview schedule will not be entertained.
16. The salary is a consolidated sum without any other benefits.
17. Interested candidates may please send their application **by e-mail with subject line mentioning "Application for the position "Project Assistant " to obgcovidvac@gmail.com**
18. **The application should include:**
 - a. Current CV
 - b. Application form (as below)
 - c. Recent color photo
 - d. Names, phone numbers and contact details of three referees who are willing to give you letters of reference.
19. Incomplete applications will be summarily rejected without assigning any reasons thereof.
20. All results will be published on the JIPMER website, and **all future communications will be only through email.**

Approximate timeline for recruitment	
Application last date	14-01-2023 1:00 PM
Email ID for applying	obgcovidvac@gmail.com
Shortlist displayed on OBGY	16-01-2023 (approximate date)

Department noticeboard	
Certificate Verification	17-01-2023 at 09:00 AM
Written/ Interview	17-01-2023 at 10:00 AM
Venue	CONFERENCE HALL ROOM NO-102 GYNAE WARD 1A, SURGICAL BLOCK LOK NAYAK HOSPITAL NEW DELHI
Announcement of results	18-01-2023
Expected joining date	25-01-2023

Application form

Department of Obstetrics and Gynaecology

Application for the Post of **Project Assistant** (Strike off the post **NOT applied**)

For the Project: **“The severity of COVID disease and pregnancy outcome among women with COVID infection with or without COVID vaccination – A multicentric case-control study”**

Print in A4 size paper and fill in with Block Letters

Affix your recent
Passport size Photo
(Do not staple)

1. Name of the Applicant: _____

2. Father's Name: _____

3. Gender (Male/Female/other): _____

4. Date of Birth (dd/mm/yyyy): _____

5. Marital Status (Married/Unmarried): _____

6. Age (as on): _____ years _____ months _____ days

7. Religion:

8. Caste:

9. Whether belonging to SC ST OBC Others

(community certificate to be attached)

10. Nationality:

11. Address for Communication:

PINCODE _____

Mobile: _____

Email ID: _____

12. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you?

If so, specify: _____

13. Language Proficiency

	Name of languages
Able to Read	
Able to speak	
Able to write	

14. Educational Qualifications: (Enclose self-attested photocopies)

	Educational Qualification (from SSLC /Matriculation)	Board/University	Year of Passing	% Marks	Subjects
1	Tenth Equivalent				
2	Higher Secondary				
3	Degree				
4	Post-graduation				
5	MBA (if any)				
	Other qualifications				
6					

15. Details of Previous Employment (if any): *(Pls attach PDFs of proof of work)*

	Employer	Designation	From (date)	To (date)	Duration (yrs, mos, days)	Nature of Work
1						
2						
3						
4						
5						
6						

16. Optional sections (depending on the post)

A. Fields of Research Experience / Paper submission in national level conference (if any)

B. If this project involves travel, please indicate your willingness for the same
(Yes/No)_____

C. Any other relevant information: _____

17. Please provide contact information /email and telephone number of 3 of your referees whom we can contact regarding your previous/ current work

(Please intimate your referees that they may be receiving calls from us regarding this and obtain their permission)

Name	Designation	Company/Organization Name	Phone	Email ID

18. Check List: (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:

Proof of Indian nationality (copy of aadhaar /voter Id/ passport /driving license)

Certificate in support of age (Tenth equivalent/High School Certificate)

Degree/Diploma

Experience Certificate.....

Any others (if any).....

Declaration by the Applicant

Application for the post of: (NAME OF THE POST)

I, ----- wish to apply for the above post and hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after the Exam/Interview, I hereby convey my consent for cancellation of my candidature. Further, I declare I have gone through all the terms and conditions of the appointment. I will abide by the same and I will not claim any regularization.

Place:

Signature of the Applicant

Date:

NAME: in block letter

