**ADVERTISEMENT- NPAC INDIA**

**SITE: Department of Cardiology &OBGY, MAMC**

# Project Technical support: I (One-post)

# Job responsibilities

The Project Technical support I will be responsible for the following:

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 organized 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 organizing 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

# Remunerations and Qualification

**Rs. 18000 + HRA as applicable per month**

**Essential Qualification:**

● 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

● Experience in data collection, data analysis, data monitoring etc.

Detailed Advertisement on Notice board Deptt. of Cardiology (GIPMER) and OBGY (LNH)& MAMC

**For details mail to** [vanshikakohli565@gmail.com](mailto:vanshikakohli565@gmail.com)

**Kindly fill the details on Google form**

<Https://forms.gle/3veuamf4yonn4xk37>

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| **Approximate timeline for recruitment** | |
| Application last date | 07.07.24 1:00pm |
| Email ID for applying | vanshikakohli565@gmail.com |
| Shortlist displayed on Cardio Department noticeboard | 08-07-2024(approximate date) |
| Certificate Verification  Written/ Interview  Venue | 09-07-2024 at 09:00 AM  09-07-2024 10:00 AM  Research Room Cardiology , D BLOCK 6th floor GIPMER |
| Announcement of results | 12-07-2024 |
| Expected joining date | 15-07-2024 |