Criteria for preparation of Pre-Merit for the following posts
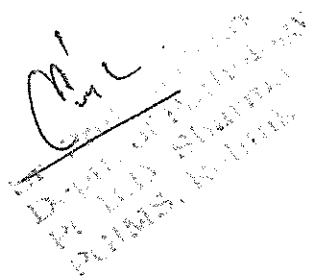
	Criteria for the selection of the non-teaching posts	Total marks -100
1.	**ACADEMIC QUALIFICATION**	65 marks
	Basic qualification including professional qualification if any A weightage of 50% marks may be given for screening/written test if any in the Basic qualification including professional qualification marks. The distribution of marks will be as follows a. Basic qualification including professional qualification if any -30 marks (30%) b. *Screening/written test – 30 marks (30%)	60 marks (60%)
	Higher qualification (over and above the requisite qualification in the relevant subjects/ specialties	05 marks (5%)
2.	**EXPERIENCE** (subject to a maximum of 10 marks)	10 marks (10%)
	(1 mark for each completed year of work experience on the said post in Govt. institution/ public sector institution or hospital or university hospital/ hospitals on Govt. panel)	
3.	**INTERVIEW**	25 marks

*Applicable in case screening/written test is held for short listing candidates

FORMAT FOR APPLICATION

1. Name of the Post:

2. Advertisement File No. & Date:

3. Name of the Candidate:

4. Father's Name:

5. Date of Birth:

6. Age/ Sex:

7. Permanent Address:

8. Address of Correspondence:

9. Email Address:

10. Phone No. Mobile Landline No.

Passport Size Photo

11. Qualification from High School and above:

S. No	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Experience (Post Qualification):

S. No.	Post	Name of the Institution	From (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						
5.						

I hereby declare that above information provided by me is correct to my knowledge and belief.

(Signature of the Candidate)

Enclosures attached: -

1.
2.
3.

	Name of post	Research Assistant	Social Worker	Data Entry Operator
2.	No. of post	1 (One)	2 (Two)	1 (One)
3.	Upper age limit	40 years	30 years	30 years
4.	Essential Qualification	Graduate in Science/ relevant subjects from a recognized university with 3 years of work experience from a recognized institution or master's degree in the relevant subject or Pharm D (Doctor of Pharmacy) from a recognized institution GCP certification in last year	Three years graduate degree in Social Work / Medical Sociology/ Anthropology/ Psychology from a recognizeduniversity with five year's experience in the relevant community-based studies in Health & Social Sciences; OR Master's Degree in Social Work/ Medical Sociology/ Anthropology/ Psychology (MA/MSW); OR Graduate with 2 year's diploma in Social Work.	Intermediate or 12th pass from a recognized board. A speed test of no less than 15000 key depressions per hour through speed test on computer GCP certification in last year
5.	Desirable experience	BSc MLT with MSc MLT in Pathology, Microbiology or Biochemistry Previous one-year experience of working in Cancer Registry	Knowledge of the use of computer software for qualitative and quantitative data analysis. Data collection, documentation, data entry, data cleaning, analysis, data transcription	2 years' experience in EDP work in government, Autonomous, PSU or any other recognized organization Graduate degree with Knowledge of Computer Applications or Business Intelligence tools/ Data Management
6.	Mode of appointment	Project mode	Project mode	Project mode
7.	Emoluments	Upto Rs. 35000/- per month (consolidated) No TA/DA/HRA will be provided	Upto Rs. 32000/- per month (consolidated) No TA/DA/HRA will be provided	Upto Rs. 20000/- per month (consolidated) No TA/DA/HRA will be provided

8.	Duration of post	One year from the date of Appointment (Initially). Appointment can be extended up to 3 years depending on the work performance of the candidate till his/her services are required by the PI or till the validity of the project (whichever is earlier)	One year from the date of Appointment (Initially). Appointment can be extended up to 3 years depending on the work performance of the candidate till his/her services are required by the PI or till the validity of the project (whichever is earlier)	One year from the date of Appointment (Initially). Appointment can be extended up to 3 years depending on the work performance of the candidate till his/her services are required by the PI or till the validity of the project (whichever is earlier)
9.	Nature of Duties	The research assistant is expected to supervise and perform analysis on the cancer cases received in the Department of pathology.	To collect data of cancer patients attending various OPDs in Pt. B D Sharma PGIMS, Rohtak related to diagnosis, treatment and follow up.	The candidate should be able to design and develop a data base for Cancers of various parts of body. Should be involved in data collecting, data entry, evaluating and drafting reports concerning data findings. Able to deal with data protection, different queries and implement quality control procedures and guidelines

Terms and conditions:

1. The candidates must come with 2 passport-size photographs, all original documents, and one set of photocopies of relevant, for the interview.
2. The above posts are temporary and terminable on one month's notice from either side
3. The duration (tenure) of the project is one year from the date of appointment or more depending upon the requirement of the project.
4. Incomplete applications or applications received after the due date will not be considered.
5. Screening will be done on the basis of the suitability of the candidate as per the project requirement.
6. Only shortlisted candidates will be called for interview.
7. No inquiries shall be entertained in this regard after the due date.
8. No TA/DA will be admissible to appear in the interview
9. All educational professional and technical qualifications should be from a recognized Board/ University and full-time
10. Selection will be based on pre-merit and interviews
11. The work and conduct of all shall be evaluated per month
12. Experience in association with research projects will be preferable
13. HRA will be admissible as per the classification of the city for Scientist C and Lab Technician III posts
14. Last date for receipt of applications: 26 .2.2024 till 5 pm
15. Computer knowledge of entering medical data is essential
16. The place of work will be the Departments of Pathology, Surgical and Medical Oncology, Radiation Oncology etc.
17. Applications complete in all respects with the supporting document in a single PDF file in the prescribed format to be submitted by email to: drkatariasp@rediffmail.com
18. Venue of the interview: Committee Room, Director Office, PGIMS, Rohtak
19. Time and date of interview: 6.3.2024 at 2:00 pm
20. GCP certification is mandatory for all posts- the following link can be used for a free-four-hour-GCP certification online course for GCP certification
https://gcp.nidatraining.com
https://global health training centre.tghn.ogr*/ich-good-clinical-practice/