

**Department of Community Medicine**  
**Dr. RP Government Medical College Kangra at Tanda**  
**Himachal Pradesh, India – 176 002**

No: HFW-H-DRPGMC- CM /2023/Projects/38

Dated: 13/07/2023

Applications (Format attached below) are invited for a written examination/Interview that is to be held by Dr. RP Government Medical College Tanda for contractual position for project entitled “**Health Technology Assessment in India (HTAI<sub>n</sub>)” under scheme 3103-Human Resource and capacity Development**” by Department of Health Research (DHR), MoHFW, Government of India under Dr. Dinesh Kumar, Professor, Community Medicine, Dr. RPGMC, Kangra at Tanda, Himachal Pradesh, 176002.

<b>Project Human Resource Position</b>	<b>No of Positions</b>	<b>Qualifications</b>	<b>Monthly Salary (INR)</b>	<b>Max age limit</b>
Health Economist (Level of Scientist B)	One	<b>Essentials</b> <ul style="list-style-type: none"> <li>• Masters in Health Economics/ Economics/ Public Health/ Community Medicine with specialization in Healthcare Costing, Economic Evaluation.</li> <li>• TWO years of experience in the field of health economics for Junior Staff and 6 years for Seniors</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Ph.D. in the related field.</li> <li>• Proficiency in MS Office, VBA and TreeAge</li> </ul>	65,000/- 70,000/- PM Depending upon experience and Knowledge emoluments will be fixed	Maximum up to 40 years
Administrative Assistant	One	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Graduate from recognized university</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Knowledge of preparation of budget finalization of account, maintenance of cash book in double entry system, ledger etc.</li> <li>• Experience in handling administrative/account/Establishment/Purchase and stores</li> </ul>	25,000/- 35,000/- PM Depending upon experience and Knowledge emoluments will be fixed	Maximum up to 35 years
Field Officer	One	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Graduate in Science/relevant subjects from recognized university with THREE years’ experience from a recognized institution</li> <li>OR</li> <li>• Master degree in the relevant subject</li> <li>OR</li> <li>• Pharm D (Doctor of Pharmacy) from a recognized institution</li> </ul>	25,000/- 30,000/- PM Depending upon experience and Knowledge emoluments will be fixed	Maximum up to 35 years

		<b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience in data handling/basic data analysis.</li></ul>		
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**Important information:**

1. Last Date of application: 12/08/2023
2. List of eligible candidates with date of written Test and Interview: 14/08/2023  
(at Dr.RPGMC website)
3. Address application at: Principal Investigator, Community Medicine, Room No: 830,  
3<sup>rd</sup> Floor, Para-ClinicalBlock, Dr. RPGMC, Kangra at Tanda, 176002.

## **Job Responsibilities**

### **Health economist (Scientist-B):**

- Contribute to technical and organizational planning of Health Technology Assessment (HTA) project.
- To undertake HTA studies approved under concerned institute.
- Contribute to the writing, editing and publishing of reports and journal articles related to HTA studies.
- Taking advocacy initiatives on behalf of institute to publicize the work of HTA project including working with the media and other sources of information dissemination, such as circulars.
- Respecting the confidentiality of work of the HTA In Secretariat and Technical Appraisal Committee/Board.
- Adhering to DHR policies and procedures.
- Any other work assigned by principal investigator.

### **Administrative Assistant:**

- Effective conduct of routine administrative/ operational activities of the project
- Liaising with partner institutes
- Arranging meetings/ workshops
- Manage and operate information system, including filing system.
- Develop and manage project databases and record systems including attendance lists, mailing lists and budget monitoring spreadsheets.
- Send out and process salary requisitions and expense claim forms of project staff to accounts department of DHR.
- Preparation of reports related to utilization of project resources
- Any other work assigned by principal investigator.

### **Field Officer:**

- House listing
- Perform interviews for data collection in accordance with Research topic.
- Any other work assigned by principal investigator.

## **Selection Procedure:**

1. Candidates have to apply by posting their application and supported documents (self-attested) to the undersigned.
  - i. In the first instance, all the candidates who fulfill minimum eligibility criteria in respect of age educational qualifications and experience, etc. (wherever required) shall be short-listed.
  - ii. Shortlisted candidates after the scrutiny of documents will be posted on Dr. RPGMC website.
  - iii. Incomplete information/supporting documents in application will not be entertained and considered ineligible. No separate communication will be encouraged.
  - iv. Only shortlisted candidates will be asked to appear for the written examination/interview.
  - v. No TA/DA will be paid to the candidate for appearing for examination and joining.

## 2. Please Note:

1. These are purely contractual posts and as such they will not have any claim whatsoever for regularization neither in the Dr. RP Govt. Medical College, Tanda or at Department of Health Research (DHR)/ Indian Council of Medical Research (ICMR).
2. The mere fulfillment of requisite essential qualification/experience does not guarantee selection.
3. During the currency of the projects as well as on its termination, the Dr. RP Govt. Medical College, Tanda as well as the ICMR New Delhi will have no legal liabilities relating of staff.
4. Performance will be assessed on a regular basis.
5. Contract can be terminated at any time based on the performance of the staff.
6. Candidates will have to submit an affidavit at the time of joining that they will accept all the general instructions & terms and conditions related to the post.

## Application Form

**Name of the Project:**

Particulars	Information
Name of the applicant	
Father/Husband name	
Corresponding address	
Corresponding phone	
Corresponding e-mail	
Post Applied for	
Date of Birth (DD/MM/YYYY)	
Bonafide of Himachal Pradesh (Yes/No)	
10 <sup>th</sup> Board (passing year)	
MARKS (Obtained/Total) with Percentage	
12 <sup>th</sup> Board (passing year)	
MARKS (Obtained/Total) with Percentage	
Bachelor degree (passing year)	
MARKS (Obtained/Total) with Percentage	
Master degree (passing year)	
MARKS (Obtained/Total) with Percentage	
Research experience in years	
Type of research experience (Health/Non-health)	
Convicted/Prosecuted in the court of law (Yes/No) <i>If yes, please provide details separately</i>	

Attach self-attested photocopies of supported documented as mentioned in application.

It is to certify that the above-mentioned information is correct and if found to be wrong at any stage I will be held accountable.

Affix passport size photo here!
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Signature and Date: