

No: IIPHS/2021/Ads/1/54/37

Date: 19th June 2023

Position: Project Assistant

Location: Chandigarh

Number of Posts: 1 (One)

Duration of position: One year (renewable based on performance)

About IIPHS:

The Indian Institute of Public Health Shillong (IIPHS) is a northeast regional institute of public health. It was established in 2015 by the Public Health Foundation of India in collaboration with the **Government of Meghalaya** to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPHS mandates include research interdisciplinary education and advocacy.

Project Brief:

The IIPHS is implementing the project entitled 'An epidemiological risk profile of gallbladder cancer in north and north-east India'. The project aims to explore the interaction between genes and the environment leading to carcinogenesis of the gallbladder in the Indian population. This project is in collaboration with the Dr B Borooah Cancer Institute (BCI) Guwahati, Assam, and Post Graduate Institute of Medical Education and Research (PGIMER) Chandigarh

Roles and Responsibilities:

1. Co-ordinate with a healthcare provider, patients and patients' family, hospital and laboratory staff and workers leaders for the purpose of research.
2. Help in collecting data and bio-sample as per research protocol from the participants.
3. Process the samples as instructed by the PI/site Co-PI.
4. Maintain a detailed log of fieldwork and provide weekly reports to the Principal Investigator or immediate supervisor.
5. Assist in maintaining a database and preliminary analysis.
6. Prepare work plan and schedule for research project.
7. Monitor project progress on a regular basis, prepare progress reports and submit the same to management.
8. Identify delays and deviations and accordingly revise the work plan to ensure timely completion.
9. Assist in maintaining documentation for research procedures and findings for management review.
10. Provide assistance in writing research papers, reports, conference abstracts as necessary.
11. Any other project or institution-related activities as may be assigned by the PI from time to time
12. You will be required to work as per the requirement of the project/location of work

Minimum Qualification:

Bachelor's degree in any field with relevant work experience.

Desirable

1. Knowledge of conducting research
2. Good written and oral communication skills.
3. Proficiency in using data entry software and computer applications (e.g., Microsoft Office, spreadsheets, databases)
4. Strong attention to detail and ability to maintain accuracy while working with large volumes of data.
5. Knowledge of the local language (Punjabi/Hindi)
6. Experience working in hospitals and with terminal patients

How to apply:

Interested candidates may upload the required data in the Google form link provided in www.iiphs.ac.in

Last Date of Receipt of Applications: 22nd June 2023.

Your CV should provide the following in a Word/PDF document, preferably in the following order:

1. Full name, address, and contact details (including email and phone)
2. Educational qualifications – Diploma/degree/s, year and institute qualified from
3. Details of publications, presentations in conferences/seminars, and research grants held if none please state NIL.
4. Language skills (spoken, written skills), Software skills
5. Work experience (position/job title, organization, duration) if none please state NIL
6. Reference (two persons whom you have worked or trained under)
7. Any other relevant information

General Instructions:

1. The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of the recruitment process, he/she will be disqualified and their candidature will be canceled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
3. Mere eligibility will not entitle any candidate for being called for an interview. Only the short-listed candidates will be called for the interview. Shortlisted candidates, called for interview, will bear the expenses of travel and stay.
4. The Institution reserves the right to reject any application without assigning any reason whatsoever.
5. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
6. Any corrigendum/changes/updates shall be available only on the Institute's website: www.iiphs.ac.in
7. The candidate must upload the data in the Google form link provided the original certificates would be required at the time of the interview only.
8. Incomplete applications risk being rejected.
9. Applications received after the prescribed date will not be entertained.
10. Canvassing in any form and or/bringing in any influence political or otherwise is discouraged and may risk disqualification
11. The candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post.
12. Candidates must be of sound physical and mental health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
13. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Sd/-

Registrar

Indian Institute of Public Health Shillong

Lawmali, Shillong-793001