



Seth GS Medical College Multidisciplinary Research Unit

2nd Floor, Mortuary Building, Above CCBL,

Seth GS Medical College & KEM Hospital, Parel, Mumbai-400 012.

Tel: 91-22-24107000 Ext. 7482, Fax: 91-22-24121711 email: arckem@gmail.com

STAFF RECRUITMENT

Applications are invited for recruitment of the following **contractual staff on fixed remuneration** in Multidisciplinary Research Unit of Seth GS Medical College & KEM Hospital (GSMC-MRU)

Sr. No	Name of The Post	No of Posts	Consolidated Remuneration/Month
1	Research Scientist I	01	Rs.40000.00
2	Field Officer (For Beed Region)	01	Rs.35000.00
3	Field Officer (For Thane Region)	01	Rs.35000.00
4	Field Officer (For Pune Region)	01	Rs.35000.00
5	Administrative Assistant	01	Rs.25000.00

Applicants should note that these posts are NOT under MCGM establishment

Research Scientist I

Essential Qualification:

1. Post graduate degree (MD/DNB) in Biochemistry/Microbiology recognized by MCI from a recognized university with **3 years** R&D experience in Genetics or biomedical subjects

OR

MBBS degree recognized by MCI from a recognized university with **6 years** R&D experience in Genetics or biomedical subjects or relevant subject after obtaining MBBS degree.

OR

Ph.D. degree in Biochemistry/ Microbiology/ Biotechnology or related subject or equivalent from a recognized University with **3 years** R&D experience in the related subject after Ph.D in Genetics or the biomedical subject in recognized institute(s)

OR

First class Master's Degree in Biochemistry/ Microbiology/ Biotechnology or related subject or equivalent degree from a recognized University with **5 years** R&D experience in Genetics or the biomedical subject in recognized institute(s)

*MD/MS/Ph.D. in relevant subject shall be treated equivalent to 3-year experience.

2. Thorough knowledge of Medical statistics, Computer Applications/Data Management, data analysis and interpretation of results of statistical analysis

Desirable Qualifications:

1. Ph.D. in life sciences from recognized university
2. Experience on cytogenetics and molecular biology techniques, chromatographic techniques (e.g. HPLC, GC-MS) and Flow-cytometry with evidence of published work.
3. Not less than 2 research publications (accepted) in indexed scientific journals
4. Experience of working in similar schemes in Government or any autonomous organization.

Age limit:

Less than 35 Years as on 01.06.2018.

However, in case of In-service & Reserved Category candidates, 5 years relaxation is admissible in upper age limit.

Field Officer

Essential Qualifications:

1. MBBS/BDS Degree recognized by MCI from a recognized university with minimum **1 years'** R&D experience in medical data collection

OR

Master's Degree in Basic sciences /Social work/equivalent degree from a recognized University with **1 years** R&D experience in medical data collection in recognized institute(s)

OR

First class graduate degree in Social sciences from a recognized University with **2 years** R&D experience in medical data collection in recognized institute(s)

2. Thorough knowledge of Medical statistics, Computer Applications/Data Management, data analysis and interpretation of results of statistical analysis

Desirable Qualifications:

1. Knowledge of health systems
2. Experience of conducting household/facility-based surveys
3. Knowledge of /capable of conducting interviews with different personnel in hospital

Age limit:

Less than 40 Years as on 01.06.2018.

However, in case of In-service & Reserved Category candidates, 5 years relaxation is admissible in upper age limit.

Administrative Asssistant

Essential Qualification:

1. MBBS/BDS Degree recognized by MCI from a recognized university with R&D experience in medical data collection and administrative skills to co-ordinate data collection program

OR

Master's Degree in Basic sciences /Social work/equivalent degree from a recognized University with experience in medical data collection in recognized institute(s) and administrative skills to co-ordinate data collection program

OR

First class Degree in Social sciences from a recognized University with **1 years** R&D experience in medical data collection in recognized institute(s) and administrative skills to co-ordinate data collection program

2. Thorough knowledge of Medical statistics, Computer Applications/Data Management, data analysis and interpretation of results of statistical analysis

Desirable Qualifications:

1. Knowledge of health systems
2. Experience of conducting household/facility-based surveys
3. Knowledge of /capable of conducting interviews with different personnel in hospital

Age limit:

Less than 35 Years as on 01.06.2018.

However, in case of In-service & Reserved Category candidates, 5 years relaxation is admissible in upper age limit.

Interested candidates should forward their applications, in the prescribed format to:

The Dean,

Seth GS Medical College & KEM Hospital

Kind Attn: Dr. Nirmala N. Rege, Nodal officer, GSMC-MRU

2nd Floor, Mortuary Building (Ayurveda Research Centre),

Seth GS Medical College & KEM Hospital,

Acharya Donde Marg, Parel, Mumbai – 12.

The envelope containing the duly filled application form should be super scribed as “Application for the post of (GSMC-MRU).

Application should be submitted at the above said address on or before 15th June, 2018

TENURE OF THE POST

Above posts are temporary in nature and will be filled up purely on contractual basis with initial appointments of Research Scientist I for Six (6) months and the initial appointments of Field Officer and Administrative Assistant for Eight (8) months as per rules and regulations of GSMC-MRU. The employment on these posts will be temporary, for a fixed term and shall automatically cease on expiry of term without any notice unless renewed or reemployment letter issued.

GENERAL TERMS AND CONDITIONS:

- 1) The vacancies mentioned are as per the sanctioning of DHR for Multi-Disciplinary Research Unit (Health Costing project).
- 2) Those candidates who are employed in Central Govt. /State Govt. /Union Territories/Statutory Bodies/ Research Organizations etc., should send their applications along with N.O.C through proper channel. However, they may send an advance copy of their application along with requisite documents so as to reach this office on or before the scheduled last date of submission of application.
- 3) Only those applications which are as per the prescribed format will be accepted. Incomplete/ unsigned application, applications without photograph or self-attested copies of requisite documents will be summarily rejected without any communication to the applicant.
- 4) The institute will not be responsible for any postal delay/late delivery of the application and those applications received by post after the scheduled last date of submission will not be accepted.
- 5) Municipal Commissioner, MCGM and/or Dean, Seth GS Medical College & KEM Hospital Mumbai reserve all the rights for interpretation of any terms and conditions, or any query/questions arising in this context. The decision of Municipal Commissioner, MCGM and/or Dean, Seth GS Medical College & KEM Hospital Mumbai will be final in all the respects. The area of jurisdictions Mumbai only.
- 6) Candidates will not be reimbursed for travel allowance to attend interview.

SERVICE RELATED TERMS AND CONDITIONS:

Recruitment on contractual basis on consolidated remuneration for above mentioned posts is as per the guidelines of DHR and provisions sanctioned by the competent authority of MCGM and/or Dean, Seth GS Medical College & KEM Hospital Mumbai. The conditions of employment are:

- 1) The candidate so employed for the purpose will be initially appointed for a period of 8 months. They can be reconsidered for reemployment subject to the conditions prevailing at that time like sanctioning of budget by DHR etc. The reemployment will be done only if the performance of the candidate is found to be satisfactory.
- 2) The selected candidates should produce willingness certificate/acceptance certificate for all the terms and conditions issued at the time of appointment.
- 3) Selected candidate(s) so appointed will not be entitled for any other financial/non-financial Benefits / facilities, or any special allowances except fixed consolidated emoluments as per the DHR rules and regulations regarding establishment of MRU.
- 4) The candidate(s) appointed will not be considered as regular employee of the Seth GS Medical College & KEM Hospital/MCGM, Mumbai and will not be entitled for any service benefits in these regards. Further, the service of candidate will not be considered as a continuous service at the time of applying/appointment of any other post(s) of MCGM, Mumbai.
- 5) Central or state government taxation (as applicable) will be deducted at source from the consolidated/ fixed salary of candidate(s).
- 6) The candidate appointed shall work as per the duty assigned by the Nodal Officer, MRU, Seth GS Medical College and will abide by the rules of GSMC-MRU and Seth GS Medical College & KEM Hospital Diamond Jubilee Society Trust (DJST).
- 7) If the duties and behavior of the employee are not found to be satisfactory, appointed candidate can be relieved from the said post before the expiry of the contractual period without any prior notice in this regard.
- 8) If any in-service candidate remains on leave for continuous seven (07) days or more without prior permission of the competent authorities, he/she will be relieved automatically from his/her post.
- 9) If the candidate so appointed, intends to terminate the contract can do so by giving seven (07) days prior notice.

Note: The date of interview and names of shortlisted candidates shall be intimated separately. **No intimation will be sent to candidates who are not shortlisted.**

Sd/-

DEAN,

Seth GS Medical College & KEM Hospital

Seth GS Medical College Multidisciplinary Research Unit

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Tel : 91-22-24107000 Ext. 7482, Fax : 91-22-24121711 email :arckem@gmail.com

Established under Department of Health Research, Government of India, New Delhi

Application Form for Post of Research Scientist- I

(Nature of appointment: Contract basis on monthly consolidated remuneration)

(With reference to notice published on date: _____)

Affix Passport Size
Photograph
(Self-Attested)

Applicant's Detail (Complete In Block Letters)

1. Name of Candidate: _____
(Surname) (First Name) (Middle Name)

2. Father's Name /
Husband's Name: _____
(Surname) (First Name) (Middle Name)

3. Date of Birth: DD / MM / YYYY 4. Sex: Male Female

4. Current Postal /
Correspondence
Address _____

City: _____ Pin _____ State: _____

5. Telephone Numbers (with area code)

Phone: _____ Mobile: _____

6. E-mail Address: _____

7. Academic Qualifications:

Degree	Subject	University/ Board	Year of Passing	% of Marks (Final Year)	Attempt	Outstanding achievement, if any
Ph. D						
M. Sc.						
B. Sc.						
Any Other						

(Attach separate sheet if required)

8. Research Publication:

Number of Research Publications	Name of Journal (in which published)	
	National Journal	International Journal

(Attach separate sheet if required)

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Application Form contd... .

9a. Present employment:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

9b. Past Work Experience:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

(Attach separate sheet if required)

10. If selected willingness to join within [] days

Place: _____

_____ (Signature of the Applicant)

Date : _____

CHECK-LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick ((√)) in the appropriate box)

S. No	Name of the Document	Submission Status	
1.	Proof for date of birth	Yes	No
2.	Graduation Degree Certificate	Yes	No
3.	PG diploma certificate	Yes	No
4.	PG degree certificate	Yes	No
5.	Ph.D. degree certificate	Yes	No
6.	Registration certificate for post-graduation, post degree/diploma (if applicable)	Yes	No
7.	Final year mark sheet of qualifying examination	Yes	No
8.	Attempt certificates for graduation, post-graduation degree/diploma	Yes	No
9.	Experience certificate(s) (if applicable)	Yes	No
10.	Last drawn salary slip (if applicable)	Yes	No
11.	NOC from the present employer (if applicable)	Yes	No
12.	Copy of research publication(s) (if any)	Yes	No

(Only self- attested copies of the documents is to be submitted)



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Application Form for Post of Field Officer

(Nature of appointment: Contract basis on monthly consolidated remuneration)

(With reference to notice published on date: _____)

Affix Passport Size
Photograph
(Self Attested)

Applicant's Detail

(Complete In Block Letters)

1. Name of Candidate: _____
(Surname) (First Name) (Middle Name)

2. Father's Name /
Husband's Name: _____
(Surname) (First Name) (Middle Name)

3. Date of Birth: DD/MM/YYYY 4. Sex: Male Female

4. Current Postal /
Correspondence
Address _____

City: _____ Pin _____ State: _____

5. Telephone Numbers (with area code)

Phone: _____ Mobile: _____

6. E-mail Address: _____

7. Academic Qualifications:

Degree	Subject	University/ Board	Year of Passing	% of Marks (Final Year)	Attempt	Outstanding achievement, if any
MBBS/BDS						
M. Sc.						
B.Sc.						
Any Other						

(Attach separate sheet if required)

8. Research Publication:

Number of Research Publications	Name of Journal (in which published)	
	National Journal	International Journal

(Attach separate sheet if required)

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Application Form contd...

9a. Present employment:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

9b. Past Work Experience:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

(Attach separate sheet if required)

10. If selected willingness to join within [] days

Place: _____

(Signature of the Applicant)

Date : _____

CHECK-LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick ((√) in the appropriate box)

S. No	Name of the Document	Submission Status	
1.	Proof for date of birth	Yes	No
2.	Graduation Degree Certificate	Yes	No
3.	PG degree certificate	Yes	No
4.	Final year mark sheet of qualifying examination	Yes	No
5.	Attempt certificates for graduation, post-graduation degree/diploma	Yes	No
6.	Experience certificate(s) (if applicable)	Yes	No
7.	Last drawn salary slip (if applicable)	Yes	No
8.	NOC from the present employer (if applicable)	Yes	No
9.	Copy of research publication(s) (if any)	Yes	No

(Only self- attested copies of the documents is to be submitted)

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Application Form for Post of Administrative Assistant

(Nature of appointment: Contract basis on monthly consolidated remuneration)

(With reference to notice published on date: _____)

Affix Passport Size
Photograph
(Self Attested)

Applicant's Detail

(Complete In Block Letters)

1. Name of Candidate: _____
(Surname) (First Name) (Middle Name)

2. Father's Name /
Husband's Name: _____
(Surname) (First Name) (Middle Name)

3. Date of Birth: DD / MM / YYYY 4. Sex: Male Female

4. Current Postal /
Correspondence
Address _____
City: _____ Pin _____ State: _____

5. Telephone Numbers (with area code)

Phone: _____ Mobile: _____

6. E-mail Address: _____

7. Academic Qualifications:

Degree	Subject	University/ Board	Year of Passing	% of Marks (Final Year)	Attempt	Outstanding achievement, if any
MBBS/BDS						
M. Sc.						
B.Sc.						
Any Other						

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8. Research Publication:

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Application Form contd... .

9a. Present employment:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

9b. Past Work Experience:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

(Attach separate sheet if required)

10. If selected willingness to join within [] days

Place: _____

_____ (Signature of the Applicant)

Date : _____

CHECK-LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick ((√)) in the appropriate box)

S. No	Name of the Document	Submission Status	
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4.	Final year mark sheet of qualifying examination	Yes	No
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6.	Experience certificate(s) (if applicable)	Yes	No
7.	Last drawn salary slip (if applicable)	Yes	No
8.	NOC from the present employer (if applicable)	Yes	No
9.	Copy of research publication(s) (if any)	Yes	No

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