

OFFICE OF THE DEAN & PRINCIPAL, SCB MEDICAL COLLEGE, CUTTACK

Advertisement No- 8245, Dt- 09/07/2025

WALK-IN-INTERVIEW

Applications are invited from eligible candidates for the post of one contractual post of 'Project Technical Support-I' for the ICMR Extramural project "National Pregnancy and Cardiac Diseases of India Study (N-PAC India Study) ", SCB Medical College, Cuttack, Odisha. The Walk-in-interview will be held on **Dt-17.07.2025 at 10.30AM** in the College Council Hall, SCB Medical College & Hospital, Cuttack, Odisha. Applications will be received from the individuals by hand on the date of Walk-in-interview between **10:30 A.M. to 11:30 A.M.** No application will be entertained after 11.30 AM. Interested and eligible candidates may download the application form (Attached as Annexure-I) from the Medical College & Hospital website and submit the same duly filled and signed along with one set of photocopies of relevant documents/certificates and one latest photograph (not more than six months old) and also bring all the original documents/certificates for verification on the spot. Those who will not produce original documents for verification, their applications will not be entertained. Advertisement notice and details available on <https://scbmch.in/>

Sl No	Details	Requirements / Criteria
1	Name of the Project Position	Project Technical Support-I
	No. of Vacancies	01
	Essential Qualification	Bachelors Degree in 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 Power Point. Ability to read, write and communicate in Local Language. Preference will be given to Experience in Data collection, Data analysis, Data monitoring etc.
	Age Limit	28 Years
	Consolidated Emoluments	Rs. 18000 + HRA as Applicable.
	Place of Work	SCBMCH, Cuttack & other places as and when required
	Tenure	The initial contract will be for a period of one year from the date of appointment and may be extended for another year based on performance evaluation report and need of the project. Performance will be evaluated every month. Poor performance may result termination of the contract.
	Job Description	Assist the site Principal Investigator(PI) in screening for potential participants and getting consent and recruit participants for the study at the guidance of the PI. Assist the site PI in filling offline and online case reports. Participate in the weekly online monitoring meetings organized by the central coordinating site. Being a single point of contact for staff from the central coordinating site Coordinate with the obstetrics and the cardiology teams of the participating site. Maintain all required records related to the study. Assist the PI in organizing follow up visits of the participants. In addition to the above, any other job pertains to the study as informed periodically by the central coordinating site and site PI.

GENERAL TERMS AND CONDITIONS:

1. This position is meant for temporary project and co-terminus with the project.
2. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn/cancelled/modified at any time.
3. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
4. Cut-off date for age limit will be as on the date of last date for submission of applications.
5. Age relaxation will be as per the guidelines of the Govt. of India.
6. Allotment of project to the successful candidates will be decided by the competent authority at its discretion.
7. Qualification & experience should be in relevant discipline / field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
8. Mere fulfilling the essential qualification does not guarantee the selection.
9. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.
10. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
11. Competent authority of SCB, Medical College & Hospital, Cuttack, Odisha reserves rights to consider or reject any application/candidature.
12. Competent authority of SCB, Medical College & Hospital, Cuttack, Odisha reserves rights to change the no of vacancies at any time without assigning any reason.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
14. The persons engaged on Project Human Resource Positions cannot be permitted to register for Ph.D. due to time Constraints.
15. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in any of its Institutes/Centers or in any Department of Government of India/ Odisha and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption / regularization of service in funding agency. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical Claim, Staff Quarters and other facilities applicable to the regular staff etc. are Not admissible to the project human resource positions.
16. Successful candidates will normally be engaged on Project Human Resource Position initially for a period of one year or less, depending upon the tenure of the Project and functional requirements. Continuation / Extension to engagement of Project Human Resource Positions will be depending upon evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be one years only.
17. Reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
18. Leave shall be as per the ICMR's policy for project human resource positions under SCB, Medical College & Hospital, Cuttack, Odisha.
19. Candidate must submit his/her duly filled in application form in the prescribed format with a recent passport size color photograph along with a detailed Bio-data/C.V. and all relevant documents; duly self-attested; in proof of his/her educational qualifications [all certificates and mark-sheets from 10th Std. onwards], working experience, age, caste and photo id [Aadhaar Card/Indian Passport/PAN Card/Driving License] etc., within the schedule date and time for submission of application, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered at all and no correspondence will be entertained in this regard.
20. SCB, Medical College & Hospital, Cuttack, Odisha reserves the right to cancel/modify the process at any time, at its discretion.
21. The decision of the Competent Authority will be final and binding.
22. Canvassing in any form will be a disqualification.
23. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see our website: <https://scbmch.in/> regularly for further updates related to this advertisement.

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9.7.24

Dean & Principal,
SCB. Medical College Cuttack.

ICMR Extramural project entitled
National Pregnancy and Cardiac Diseases of India Study (N-PAC India Study)
SCB Medical College, Cuttack, Odisha

APPLICATION FORM

Annexure-I

Name of the Post: Project Technical Support-I

1. Name in Full: _____
(In Block Letters)
2. Father's / Husband's Name: _____
3. Address for Correspondence: _____

4. Contact No:- _____
5. E-Mail ID:- _____
6. Permanent Address: _____

PP Size Photo

7. Date of Birth: _____ Age:- _____ (YY/MM/DD, As on 30.06.2024)
8. Marital Status: _____ (Married/Unmarried)
9. Educational Qualification:

Sl. No	Exam Passed	Year of Passing	Board / University	Specialization Subjects	Total Marks (Without Extra Optional)	Marks Secured (Without Extra Optional)	% of Marks Secured (Without Extra Optional)

***(if/where required) Candidates are required to attach CGPA calculation certificate.**

10. If selected what period would you require joining the post: 1 week/15days/1month/ others _____

11. Work Experience: Total: _____ Years _____, Months _____

Sl No	Name of the Employer	Post held	Working Period	Duration in Months	Reason for leaving

12. Attached **NOC** from Appropriate Authority (Yes/ No/ Not Applicable): _____

13. Have you ever been declared unfit by a Medical Board / Court for appointment in any Govt Service?
Yes/No _____. If Yes, give details _____

14. Have you ever been tried/convicted for any crime by any court of law: Yes/No _____

15. ID Proof Provided _____ Number _____

Declaration I do hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief and I take all responsibility to myself. In the event of any information furnished by me found to be incorrect/false in future, my candidature is liable for termination.

Date:

Place:

Signature of Candidate