



Government of West Bengal  
Institute of Post Graduate Medical Education and Research, Kolkata  
244 Acharya Jagadish Chandra Bose Road, Kolkata – 700020

Memo No/INST: 404


Dated: 16/01/2025

**ADVERTISEMENT**

Applications are invited from motivated and eligible candidates for the position of Project Co-Ordinator and Technical Co-Ordinator the project entitled “**Strengthen primary health care systems care to control childhood Non-Communicable Diseases focused on Type1 Diabetes Mellitus (T1DM).**”, Project In charge - Prof. (Dr.) Sujoy Ghosh, DEPT. OF ENDOCRINOLOGY, IPGME&R/SSKM HOSPITAL, KOLKATA 20.

Sl. No.	Post Name	No. of Post	Minimum Essential Qualifications & Experience	Salary/Month	Maximum Age Limit in years
1.	The Project Coordinator	1	12th pass in science with 50% marks.  Bachelor of Medical Laboratory Technology (BMLT), Minimum: 5 years' Experience in relevant field, & 1years experience in public health project.	Rs.30,000/- per month	30
2.	The Technical Coordinator	1	MBBS / BDS with 5 years of healthcare initiative execution and monitoring experience preferably in public health. Team management and liaison experience would be an added advantage. MPH and 3 years of public health clinical research experience or MBBS with MD PSM with 1 year of public health and or clinical research experience in childhood NCDs is preferred but not mandatory.  Roles and responsibilities include project implementation, roll out, documentation and liaison with government, NHM, SSKM IPGME&R and UNICEF and medical colleges, academia, technical experts on childhood NCDs, with focus on PEN plus strategies, for Type 1 Diabetes Mellitus	Rs.80,000/- per month	50

- 1) Interested candidates may send their application along with CV to the email [endlab2020@gmail.com](mailto:endlab2020@gmail.com) latest on or before 25/01/2025.
- 2) Not all candidate fulfilling minimum criteria will be called for interview, all applicants will be pre – screened, depending on the number of applications received only shortlisted applicants will be called for interview.
- 3) Professional fees/honorarium will be commensurate with experience and qualifications and last drawn salary/honorarium
- 4) The candidates travel will be reimbursed as per the norms of the project for cost of mobility and stay and meals as required.
- 5) Preference will be given to candidates with previous work experience and command of English, Hindi, and local language (Bengali).
- 6) Knowledge & experience of clinical research interventions, computers, MS word, report development, data analysis, report writing, developing power point presentations, documentation, MS excel, SPSS will be desirable for technical coordinator
- 7) The interview will be blended for short listed candidates based on technical evaluation, written test and oral interview with the panel decided by IPGMER and SSKM hospital
- 8) Candidates are requested to bring original & attested copies of all relevant documents and testimonials on the day of the interview.
- 9) The post is temporary and contractual subject to performance appraisal, agreement with partners for project duration and availability of funds.
- 10) The candidate is also required to provide 1 month notice period in case they want to resign from the post. If not provided they will have to forego the honorarium for the number of days not served by the candidate
- 11) The incumbents are to work with most vulnerable children, adolescents, and community. It is critical they uphold values of child rights, gender sensitivity, and adhere to Prevention of Sexual Exploitation and Abuse of Authority (PSEAH) protocols. The incumbents should have a good track record of team management, people management skills, and should adhere to the values of Care, Respect, Trust, Integrity Accountability and Sustainability (CRITAS). The incumbents should be willing to extensively travel.
- 12) Incumbents must arrange for the laptops and phone on their own cost. They will not be provided with these facilities. They can use the IPGMER desktops for data entry reporting purposes.
- 13) The incumbents will not be entitled to any other perks as per the contractual norms.
- 14) No TA/DA is admissible for the interview.


  
 15/01/25  
 Director  
 I.P.G.M.E&R.  
 Kolkata-700020  
 IPGME&R/SSKM Hospital

Date: 16/01/2025

Memo No/INST: 404/1(5)

Copy forwarded for information and Necessary Action:

1. Dean of Students Affair, IPGME&R – Chairman
2. Prof. (Dr.) Pradip Mukhopadhyay (HOD, Dept. of Endocrinology) – Member
3. Office Copy
4. Mr. Atal Saha (Assistant Superintendent) (NM) for uploading the said order in the official website
5. UNICEF Office For West Bengal, Kolkata -700107

  
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