

**Department of Obstetrics and Gynaecology
Lokmanya Tilak Municipal Hospital,
Sion, Mumbai-400022.**

Date: 05/03/2023

RECRUITMENT NOTICE

The following positions under the project titled “**The severity of COVID disease and pregnancy outcome among women with COVID infection with or without COVID vaccination – A multicentric case-control study**” funded by the Indian Council of Medical Research, Government of India, in the Dept. of Obstetrics and Gynaecology, LTMGH needs to be filled purely on **temporary contractual basis** for a specified period and may be terminated earlier than expected.

Interested candidates are requested to send their application to the **email ID: drzebapathan1494@gmail.com** on or before **15/03/2023**. The selection of candidates for the post will be based on the selection committee’s recommendations.

Name of the post	Project Assistant, 01 post
Department	Department of Obstetrics and Gynaecology
Age Criteria	21-35 years
Emoluments/Duration	Rs. 31,000(basic 9300, GP 4200) per month consolidated, 30 Months
Location	Lokmanya Tilak Municipal College, Sion, Mumbai.
Job profile	The project Assistant will be responsible for the following: <ol style="list-style-type: none">1. Collect information about patients admitted with covid during pregnancy and fill out the required proformas and take their consent.2. To collect all the data from their records in case missed during admission.3. To follow up on all the babies born to these mothers.4. To contact the above-mentioned people after 6 weeks to get information as per the proforma either telephonically or by mail or when she visits the hospital at 6 weeks.
Qualifications and Experience	Essential: <ol style="list-style-type: none">1. Master’s degree in public health, social work, nursing, or other relevant areas2. Good command of Marathi/Hindi, and English—Reading, speaking & writing, preferably typing Desirable: Experience working in qualitative research

Skills	<ul style="list-style-type: none"> • Important to know Hindi/Marathi to converse with the patients. • Good understanding of needs for a project and job responsibilities. • Computer skills including proficiency in the use of Microsoft Office applications. • Good organizational behavior and problem-solving skills. • Well-versed in recording and maintaining data. • Ability to establish and maintain effective working relationships with participants, investigators, and co-workers.
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NOTE:

1. Validity of the shortlist will be for **twelve** months from the publication date.
2. Qualification and experience should be in a relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, and other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
4. Upper age limit may be relaxed as per Govt. of India rules (five years for SC/ST and OBC candidates)
5. The posts are purely on a contract basis for an externally sponsored project, and no claim for any other regular post in LTMGH/DHR/ICMR shall be entertained.
6. **Valid email id and mobile number are compulsory.**
7. Decision of the selection committee will be final.
8. No TA/ DA will be paid for the interview.
9. Canvassing of any kind will lead to disqualification.
10. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
11. If the appointee's performance is not found satisfactory by the investigator the appointment can be terminated at any time without any notice.
12. The appointee may be relieved from the current job position, with one-month prior notice, failing to do so may be held responsible for paying one month's salary.
13. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualifications.
14. **Only shortlisted candidates will be called for a written test or Interview and their names will be posted on the LTMGH website after screening the applications.**
15. Request for change in Written test/ Interview schedule will not be entertained.
16. The salary is a consolidated sum without any other benefits.
17. Interested candidates may please send their application **by e-mail with a subject line mentioning "Application for the position "Project Assistant" to drzebapathan1494@gmail.com**
18. **The application should include the following:**
 - a. Current CV
 - b. Application form
 - c. Recent color photo

- d. Names, phone numbers, and contact details of three referees who are willing to give you letters of reference.
19. Incomplete applications will be summarily rejected without assigning any reasons thereof.
20. All results will be published on the LTMGH website, and **all future communications will be only through email.**

Approximate timeline for recruitment (subject to change)	
Application last date	15-03-2023 4:30 PM
Email ID for applying	drzebapathan1494@gmail.com
Shortlist published on LTMMC website	16-03-2023 (approximate date)
Certificate Verification	18-03-2023 at 09:00 AM
Written/ Interview	18-03-2022 at 10:00 AM
Venue	Seminar Room, Department of Obstetrics & Gynaecology, 1st Floor, LTMGH, Sion, Mumbai. 400022
Announcement of results	20-03-2023
Expected joining date	21-03-2023