<u>Advertisement No. NEIGR-E.II/31/2015</u>

Applications are invited from eligible candidates for filling up the following posts purely on contract basis under Telemedicine Project , Department of Forensic Medicine.

Sl No.	Name of Post(s)	No of Post	Consolidated pay per month	Educational Qualifications	Job description	
1	Consultant (Operation) for RRCs	1 (one)	1st Year Rs. 50000	Master's in IT/CC/Public Health or MCA, MBA in IT with more than Five Years experience in Telemedicine/public health/project management in health sector.	1. Monitoring the implementation of NMCN project as per the guidelines laid down in the SOP 2. Ensuring smooth operation of the project by utilizing the resources both technical and human resource. 3. Knowledgeable enough in Project Management Cycle and applying the same into the current project. 4. Close co-ordination with RRC network partners nodes ensuring smooth operation of the project. 5. Providing desired assistance to network partners from RRC resource and paying periodic visit to all partner nodes besides weekly/ as desired meeting with partners through video conference. 6. Monitoring the activities of RRCs in close co-ordination with technical and administrative staff, Nodal officer and faculty. 7. Collection of data from RRC networked medical colleges/institution, analysis, evaluation, compilation of various reports and reporting as are laid down in the Operation Manual. 8. Travel to all project nodes for inspection at least monthly or depending or the need. 9. Other duties, as assigned by Nodal Officer, RRC/NRC.	1. Database record of activities. 2. Report of periodic evaluation/Inspection reports. 3. Minutes of the Meeting proceedings. 4. Records of Workshop proceedings, Action taken report. 5. Research publications. 6. Compiled records for RRCs activities for onward transmission to NRC periodically. 7. Any other deliverables as defined in the SOP as desired by the Nodal Officer, RRC/NRC.

2.	Content Developer	1 (one)	1st Year Rs. 30000	Any Graduate with One Year Diploma in IT/CS Multimedia etc having more than Three years experience in Multimedia content development in additional to working experience with standard multimedia tools exposure with software's like Final cut Pro. Mays & 3D animation etc.	1. Operation of medical education content development faculty. 2. Medical video capture, editing and voice over still photography as desired. Preparation of standard/ animated power point presentation material. 4. Operation of hardware and software relating medical education content development. 5. Operation of web based tools for web enabled content. 6. Any other work assigned by the Nodal Officer/ faculty members/ laid down in the SOP.	1. Repository of medical education content of the college/ institution in various storage devices. 2. Database of educational content and directory.
3.	Telemedicine Technician	1 (one)	1st Year Rs. 20000	Graduation and diploma in IT/CS or Diploma in Telemedicine & HIMS/Health IT	1. Operation of Day to day telemedicine sessions. 2. Technical testing with all telemedicine nodes connected under NMCN. 3. Operation of Tele-follow-up session. 4. Provide basic operation training to the trainees. 5. Maintenance of daily session log book. 6. Operation software & hardware video conference system, any other equipment provisioned. 7. Operation of telemedicine software. 8. Digitization of analog content materials. 9. Other duties, as assigned by the Administrator/Nodal Officers/as laid down in SOP.	1. daily Log of activity undertaken including daily testing of network record. 2. Digital database of all electronic records of the material used during the session. 3. Complaint Log Register duly filled and analysed. 4. Facility maintenance.

Prof. Dr. A. J. Patowary
HOD Forensic Medicine
Nodal Officer Telemedicine
NEIGRIHMS, Shillong-18

General Conditions:

1. The maximum age limit for the above contract posts is 62 years as on the closing date of submission of the application.

2. The crucial date for determination of eligibility with regard to age, educational qualification and experience etc. will be the closing date of submission of application.

3. The application of candidates who do not fulfil any of the above eligibility criteria will not be considered.

4. The above positions are purely temporary and contractual.

5. The duration of the project is for 1 (one) year, which is expected to be extended by the concerned Ministry.

6. The initial period of appointment against the posts will be for 1(one) year which is extendable every year. Extension of the contract appointment against the posts will be considered on assessment of the performances and contribution of the project by the funding organization.

7. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.

8. Selected candidates will have to undergo medical examination before joining the post.

9. No TA/DA will be paid for appearing interview.

10. No accommodation will be provided.

11. Canvassing in any form will disqualify the candidate.

Interested eligible candidates may submit their bio-data, alongwith attested copies of all educational qualifications, experience certificates and testimonials and 2 (two) recent passport size photographs **to "Department of Forensic Medicine , Administrative Block , North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS), Mawdiangdiang, Shillong – 793018 SUPERSCRIBING " Application for the post of ....".**

Last date for submission of Application Forms is 22nd March 2023

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