



ARMED FORCES MEDICAL COLLEGE, PUNE

HEALTH TECHNOLOGY ASSESSMENT RESOURCE CENTRE (HTA-RC)

Recruitment for Temporary Positions: Department of Health Research (MoH & FW), Govt of India sponsored HTA Resource Centre

Applications are invited for the following temporary posts for **Recruitments for the following temporary positions** for Department of Health Research (MoH & FW) Govt. of India sponsored **Health Technology Assessment Resource Centre (HTA-RC) in Armed Forces Medical College, Pune**. Interested and eligible candidates may fill the online application form along with a two-page CV and a recent photograph and send on afmchtarc@gmail.com. The same should also be posted to The Principal Investigator, HTA-RC, Dept of Community Medicine, Armed Forces Medical College, Solapur Road, Pune – 411 040 (Maharashtra). **The last date for receiving the filled application is 20.10.2024 – 5:00 PM**. The date and time for the interview/selection procedure is tentatively scheduled for the last week of October 2024 and will be communicated to shortlisted candidates via email.

Name of post (number)	1. Scientist-D (Medical/Non-Medical)/ Senior Research Officer – 1 2. Scientist-C (Medical/Non-Medical)/ Research Officer - 1 3. Health Economist (Level of Scientist-C Non-Medical) – 1 4. Administrative Officer – 1 5. Field Investigator - 1 6. Field Officer - 1
Likely duration	Up to 31 March 2025 (With a possibility of extension for the project duration based on performance)
Cut-off date for eligibility & qualifications including experience	20th Oct 2024 (Last Date of Application)
Project title	Health Technology Assessment Resource Centre
Funding Agency	Department of Health Research-ICMR

S. No	Post	Age limit	Consolidated Remuneration per month
1	Health Economist (level of Scientist C)	40 years	Rs 67,000+HRA
2	Scientist D (Medical/Non Medical)/Senior Research Officer	45 years	Rs 78,000+HRA
3	Scientist C (Medical/non-Medical)/Research Officer	40 years	Rs 67,000+HRA
4	Administrative Officer	Not exceeding 50 years	Rs 40,000
5	Field Officer	35 years	Rs 25,000-30,000
6	Field Investigator	35 years	Rs 30,000-32,000

Application and Selection Procedure

1. A candidate to submit the application full biodata in plain paper through registered post in the name of "The Project Investigator, Health Technology Assessment Resource Centre, Dept of Community Medicine, Armed Forces Medical College, Solapur Road, Pune- 411 040 superscripted with Application for HTA-RC Contractual Post of _____ to reach the Office on or before 20 Oct 2024 , 5.00PM.
2. The application should also be sent to the email id : afmchtarc@gmail.com
3. The Application received will be scrutinized by the selection committee.
4. The list of eligible candidates will be displayed on the College website. The candidates are advised to check the College website www.afmc.in for the date, time and venue of written test (if required) and interview.
5. Eligible candidates will be notified by Email and SMS
6. The final selection is based on Interview.

Government of India, Ministry of Health & Family Welfare, Department of Health Research

GUIDELINES FOR ENGAGEMENT OF CONTRACTUAL STAFF FOR THE HEALTH TECHNOLOGY ASSESSMENT IN INDIA (HTAI) AND DHR-ICMR ADVANCED MOLECULAR ONCOLOGY DIAGNOSTIC SERVICES (DIAMOnDS)

Eligibility criteria for the posts

S. No	Nomenclature of Post	Qualification	Upper age-limit for fresh recruits
1	Scientist D (Medical)	<u>Essential:</u> - Post Graduate Degree (MD/MS/DNB/MPH) after MBBS with 6 year research experience in the relevant field. - Or - MBBS degree with 8 years' experience or Post Graduate Diploma in medical subjects after MBBS with 5 years' experience in the relevant subject. - Or - Ph. D in the relevant subject (Community Medicine/Preventive & Social Medicine/ Paediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university with 5 years' experience in the relevant field - Plus 2 years' experience in the management of R & D projects in a team effectively. <u>Desirable:</u> - Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s). - Knowledge of Computer Applications/Data Management.	45 Yrs
2	Scientist D (NonMedical)	<u>Essential:</u> - Ph.D degree in Microbiology/ Biochemistry/Biotechnology subject from a recognized University with 5 years R&D/Teaching experience in the relevant subject after Ph.D. - Or - First class MPH/ Pharm D (Doctor of Pharmacy)/Master's degree in the relevant subjects (Microbiology/Biochemistry/Biotechnology/Life sciences/Pharmacy)/MHA from a recognized university with 8 years R&D/teaching experience in the relevant subject after 1st Class Master's Degree. - Or - Second class M.Sc/MPH + Ph.D degree in the relevant subject from a recognized University with 8 years	45 Yrs

		R&D/teaching experience in the relevant subject post qualification. Plus 2 years experience in the management of R & D projects in a team effectively. <u>Desirable:</u> - Post-doctoral research/teaching experience in relevant subjects in recognized Institute(s). - Knowledge of Computer Applications or Business Intelligence tools/Data Management	
	Scientist C (Medical)	<u>Essential:</u> - MBBS degree with 6 years' experience or Post Graduate Diploma in medical subjects after MBBS with 5 years' experience in the relevant subject. - Or - Post Graduate Degree (MD/ MS/ DNB/ MPH) after MBBS with 4-year research experience in the relevant field. <u>Desirable:</u> - Doctorate (Ph.D.) in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university. - Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s). - Knowledge of Computer Applications/Data Management.	40 Yrs
	Scientist C (NonMedical)	<u>Essential:</u> - M.Sc. Life science/ MPH/MHA/ M. Pharma (Masters of Pharmacy) /Pharm. D (Doctor of Pharmacy) with 4 year of experience in relevant area. <u>Desirable:</u> - Ph.D. degree Microbiology/ Biochemistry / Biotechnology subject from a recognized University with 2 years R&D/Teaching experience in the relevant subject. - Knowledge of Computer Applications or Business Intelligence tools/ Data Management	40 Yrs
	Health Economist (Level of scientist C Non medical)	<u>Essentials</u> - Masters in Health Economics/ Economics/ Public Health/Community Medicine with specialization in Healthcare Costing, Economic Evaluation. 2 years of experience in the field of health economics <u>Desirable</u> - Ph.D. in the related field. - Proficiency in MS Office, VBA and TreeAge	40 Yrs
	Senior Research Officer	Graduate in Science/ relevant subjects from a recognized university with 5 years of work experience from a recognized institution or master's degree in the relevant subject or Pharm D (Doctor of Pharmacy) from a recognized institution	45 Yrs

	Research Officer	Graduate in Science/ relevant subjects from a recognized university with 4 years of work experience from a recognized institution or master's degree in the relevant subject or Pharm D (Doctor of Pharmacy) from a recognized institution	40 Yrs
	Administrative Officer	- Bachelor's degree or its equivalent , with minimum 03 years of experience under the Government Department/Statutory or Autonomous bodies/Universities/Public Sector undertakings and having knowledge of MS Office, MS Word, MS PowerPoint and MS Excel. - Or - Retired Officers of the rank of Section Officer/Under Secretary to the Government of India	Not exceeding 50 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultants if found fit.
	Field Investigator/ Field Officer	Essential: - Graduate in Science/ relevant subjects from a recognized university with 3 years of work experience from a recognized institution or master's degree in the relevant subject or Pharm D (Doctor of Pharmacy) from a recognized institution. Desirable: - Master of Public Health Degree	35 Yrs

Job roles and responsibilities:

For Scientists:

- To support & execute the ongoing & new programs of DHR and to provide leadership and managerial strength in the R&D projects in the area of HTA research.
- Responsible for the scientific, and/or technical aspects of the implementation of HTA projects of DHR.
- Senior Scientific Staff will be coordinating the Activities of HTAIn and Junior staff will be providing a supportive role for all the HTAIn work
- Invitation of applications/proposals from the States/Medical Colleges/Institutions for HTA studies
- Getting the requisite MoU signed with the States/Medical Colleges/Resource Centre
- Submission of the proposals for recommendations of the Technical Appraisal Committee

- Seeking any clarifications from the States/applicants on various issues/points.
- Submission of the proposal along with the recommendations of the expert committees.
- Maintaining effective working relationships with colleagues at DHR, ICMR, Government Ministries (i.e. NHM, MoHFW), NHSRC, DGHS, and international partner organizations
- Supporting the HTA advisory group, secretariat, international partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
- Regularly liaising with international partners to ensure satisfactory progress and quality of the HTAIn secretariat outputs
- Contribute to drafting official reports from the secretariat, including summaries of workshops and events.
- Conducting Workshops/seminars/TAC meetings/Board Meetings/Stakeholders meetings etc
- Any other work assigned by the Department of Health Research

For Health economist:

- Contribute to technical and organizational planning of Health Technology Assessment (HTA) project.
- To undertake HTA studies approved under concerned institute.
- Contribute to the writing, editing and publishing of reports and journal articles related to HTA • studies.
- Taking advocacy initiatives on behalf of institute to publicize the work of HTA project
- Respecting the confidentiality of work of the HTAIn Secretariat and Technical Appraisal Committee/Board.
- Adhering to DHR policies and procedures.
- Any other work as may be assigned by project heads.

Administrative Officer:

- Making arrangements for organizing meetings/seminars/workshops for the Department of Health Research
- Monitoring and furnishing information regarding RTI, grievances and any other information asked
- Effective conduct of routine administrative/ operational activities of the project
- Coordination with DHR and with partner institutes
- Manage and operate information system, including filing system.
- Maintaining Grant-in-aid register
- Develop and manage project databases and record systems including attendance lists, mailing lists and budget monitoring spreadsheets. Send out and process salary requisitions and expense claim forms of project staff to accounts department of DHR.
- Preparation of reports related to utilization of project resources.

For Field Investigator/ Field Officer:

- Field Investigators and Field Officers will be responsible for the field activities including data collection.

Application Fees: Nil

GENERAL INFORMATION / INSTRUCTIONS

The posts are purely temporary and co-terminus with the project. The appointments are terminable with one months notice from either side without assigning any reason. The selected candidates will have no claim for regular appointment under Govt. of India or under ICMR or DHR or continuation of his/her services in any other project or under state Govt. or under Armed Forces Medical College, Pune. Benefits of Provident Fund, CCA, Leave Travel Concession etc., medical claim are not admissible. No TA/DA will be paid for attending interview, joining or termination of the services. Age upper limit as on the date of interview. Age is relaxable for meritorious, well qualified and experienced candidates who have worked in Govt./ Autonomous set up and having relevant experience. Candidates possessing experience in work relating to systematic reviews and meta analysis, economic evaluation and proficiency in computer programming language shall be preferred.

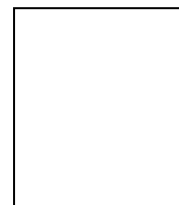
TERMS & CONDITIONS:

1. The candidate who is in service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
2. Canvassing of any Kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. The appointment is full time and private practice of any type is strictly prohibited.
5. He / She expected to conform to the rules of conduct and discipline as applicable to the institute employees.
6. The candidate should not have been convicted by any court of Law.
7. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority.
8. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
9. Applications incomplete in any aspect will be summarily rejected.
10. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
11. **Applicants are requested to visit the website www.afmc.in**
12. **All disputes will be subject to jurisdictions of Court of Law at Pune (Maharashtra)**

Application for the post of _____ on Contractual Basis HEALTH TECHNOLOGY ASSESSMENT
RESOURCE CENTRE, ARMED FORCES MEDICAL COLLEGE, PUNE

To,

The Principal Investigator, HTA-RC
Dept of Community Medicine
Armed Forces Medical College, Solapur Road
Pune – 411 040 (Maharashtra)



**Sub : Application for the Post of _____ on Contractual Basis for Health
Technology Assessment Resource Centre, Armed Forces Medical College, Pune**

Sir,

In response to your advertisement Notice No: _____ Dated _____ for the
Post of _____ on Contractual Basis for Health Technology Assessment Resource Centre, Armed Forces
Medical College, Pune.

My Bio – Data is given below:

Name of the Candidate (in block letters)			
Father's / Husband Name			
Permanent Address	House No/ Plot No/ Flat No		
Road/ Street Name/ Village			
Municipality/ City/ Town			
P.O		P.S	
Dist.		Pin Code	
Contact No (landline)		Mobile No.	
Email Id			
Date of Birth		Age as on 31-10-2024 (supporting document to be submitted)	
Religion		Sex (Male/ Female)	
Nationality		Category	General / SC / ST/OBC
Photo identity Proof (give attested supporting documents)			
Language Proficiency :			
Have you ever been convicted by a court of law or is any criminal case/disciplinary action pending against you? Yes ☐ No ☐			

EDUCATIONAL QUALIFICATIONS : (Attach attested copies)

	Board/ University Name	Form	To	Subject	Percentage
Secondary/matriculation					
Intermediate/Senior Secondary					
Graduation					
Post Graduation					
Ph D					
Any other relevant training / qualification					

Experience Detail : (Attach attested copies)

Name of Institute/ Organisation	Duration From	Duration To	Position Held (Nature of Duties)	Total experience in years

Details of Publication (Vancouver style): Attach Copies of any published Research Work, attach Separate sheet if required

S.No.	Details of Publication (Vancouver Style):	Indexed/ Non – Indexed	Impact Factor

Will you be willing to travel to the field/other centers for the study? (Yes/No) :

DECLARATION:

I affirm that the information in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidatures / appointment shall be summarily rejected or terminated without any notice

Place :

Date :

Signature of Candidate

List of Enclosures (Attested Copies):

1. Date of Birth proof
2. Photo Identity card
3. Higher Secondary/ Madhyamik/ Graduation/ Post Graduation/ PhD and relevant qualifications.
4. Certificate of experience
5. Research publications
6. NOC Certificate (from the present employer)
7. Any other relevant document