

Advertisement No. NEIGR-E.II/31/2015

Applications are invited from eligible candidates for filling up the following posts **purely on contract basis** under the Telemedicine Project, **Department of Anaesthesiology & Critical Care**, North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Mawdiangdiang, Shillong.

Sl. No.	Name of post(s)	No of Post	Consolidated pay per month	Educational Qualifications	Job description	
1	Consultant (Operation) for RCCs	1 (one)	1 st Year Rs. 50000 2 nd Year Rs. 55000 3 rd Year Rs. 60500 4 th Year Rs. 66550	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.	<ol style="list-style-type: none"> 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 partner nodes ensuring smooth operation of the project. 5. Providing desired assistance to network partners from the 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 on the need. 9. Other duties, as assigned by Nodal Officer, RRC/NRC. 	<ol style="list-style-type: none"> 1. Data base 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	Telemedicine Infrastructure & Network Administrator	1 (one)	1 st Year Rs. 45000 2 nd Year Rs. 49,500 3 rd Year Rs. 54450 4 th Year Rs. 59895	B.E./B.Tech. in CS/IT/E&C, Master's in IT/CS or MCA with More than Five years experience in IT facility management.	<ol style="list-style-type: none"> 1. Supervision of telemedicine technical infrastructure and the facility ensuring its smooth functioning. 2. Co-ordination with agency providing maintenance support to ensure executive of Service Level Agreement. 3. Preparation and execution of Telemedicine Programme schedule in co-ordination with the Nodal Officer and other stake holders such as faculty of the college/institute, Nodal Officer, RRC, other remote partners. 4. Supervision of the work of Telemedicine Technician and covering his/her work during leave. 5. Maintenance of Records such as Attendance Register, Log Book, Stock Inventory, and Complaint Logs any other records as laid down in the Standard Operation Protocol etc. 	<ol style="list-style-type: none"> 1. Compiled Reports of Telemedicine activities on weekly monthly and yearly basis. 2. Compiled Reports of Annual Maintenance, monthly attendance, Leave Record, Log Book and penodic reports 3. Archived material of telemedicine sessions. 4. Reports of technical performance status and daily network testing. 5. Minutes of all meetings convened by the Nodal Officer. 6. Any other documents/deliverables laid down in the SOP.
3	Content Developer	1 (one)	1 st Year Rs. 30000 2 nd Year Rs. 33000 3 rd Year Rs. 36300 4 th Year Rs. 39930	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.	<ol style="list-style-type: none"> 1. Operation of medical education content development faculty. 2. Medical video capture, editing and voice over still photography as desired. 3. 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 	<ol style="list-style-type: none"> 1. Repository of medical education content of the college/institution in various storage devices. 2. Data Base of educational content and directory.

4	Telemedicine Technician	2 (two)	1 st Year Rs. 40000 2 nd Year Rs. 44000 3 rd Year Rs. 48400 4 th Year Rs. 53240	Graduation and diploma in IT/CS or Diploma in Telemedicine & HIM/Health IT	<ol style="list-style-type: none"> 1. Operation of Day of 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 Officer/as laid down in SOP 	<ol style="list-style-type: none"> 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 on and analyzed 4. Facility maintenance
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General Conditions:

1. The maximum age limit for the above contract posts is 62 years as on the closing date of submission of 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 applications of candidates who do not fulfill 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 4 (four) years.
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 continuation 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 and eligible candidates may submit their Bio-data alongwith attested copies of all Educational qualifications, Experience certificates and testimonials, Age proof certificate and 2 (two) recent passport size photographs to “**Department of Aneesthesiology, Room No.103, OPD Block Main Hospital Building, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS), Mawdiangdiang, Shillong-793018** SUPERSCRIBING “Application for the post of”.

Last date of submission of applications: 30.12.2015.

Sd/-
Dy. Director (Admn)
NEIGRIHMS, Shillong.