SIKKIM UNIVERSITY

(A Central University established by an act of Parliament of India, 2007)
6th Mile, Samdur, Tadong-737102, Gangtok, Sikkim

ADVERTISEMENT

The Department of Anthropology, Sikkim University (A Central University), Gangtok, Sikkim invites application from eligible candidate as a post of **Senior Project Assistant (Post-01)** and **Data Entry Operator (Post-03)** under the research project entitled **"Evaluating the Impact of Digital Intervention versus WHO PEN Approach in Non-Communicable Disease Prevention and Control in Resource-Limited Settings: A Quasi-Experimental Study"** funded by Indian Council of Medical Research (ICMR), New Delhi for a period of six (06) months and extended upto 3 (Three) years (as per ICMR project guidelines). Eligible candidates may send their application in in prescribed format with supportive documents and publication (if any) to the project investigator (nmondal@cus.ac.in) on/before **6th April 2025**. The details of the qualifications and other criteria have been uploaded in the website of Sikkim University, Gangtok.

Note: Only shortlisted candidates will be called for the interview session. The selected candidates are expected to join immediately.

Sd/

(Prof. Nitish Mondal)
Project Investigator
Department of Anthropology, Sikkim University
6th Mile Tadong, Gangtok, Sikkim

Senior Project Assistant Position Details

Name of the project	Evaluating the Impact of Digital Intervention versus WHO PEN Approach in Non-Communicable Disease Prevention and Control in Resource- Limited Settings: A Quasi-Experimental Study
Name of the Post	Senior Project Assistant
Number of Post	O1 (One)
Upper Age Limit	35 years (Age relaxation shall apply as per GOI rules)
Salary	Rs. 30,600/- p.m. (fixed)
Duration	Initially for Six (06) Months extendable up to 3 years
Place of Posting	Sikkim
Essential Qualification (s)	Graduate in any discipline with 5 years' work experience in administrative and finance. Experience of working on field and management of multicentric projects in government institute will be an added advantage.
Desirable	Good Communication and writing skills, documents, Knowledge of computer Application, MS Office, internet.
Nature of Duties	Manage on-ground logistics, facilitate communication across teams, and act as a liaison between the research team and project coordinator. This individual will be responsible for overseeing the daily operations of the project at the site level.

JOB DESCRIPTION

Managing and coordinating on-ground logistics, such as ensuring all resources are available and that the data collection is running smoothly. Monitor the field related activities and proactively identifying and addressing any potential challenges. Assist in quality check and assurance, and field visits on requirement basis. Responsible for providing regular updates to the project coordinator, ensuring that all relevant stakeholders are informed of progress, challenges, and developments. Additionally, the individual will support the team in organizing meetings, training sessions, and site visits, as needed, and contribute to maintaining detailed records of data collection activities.

Data Entry Operator Position Details

Name of the project	**Evaluating the Impact of Digital Intervention versus WHO PEN Approach in Non-Communicable Disease Prevention and Control in Resource- Limited Settings: A Quasi-Experimental Study**
Name of the Post	**Data Entry Operator**
Number of Post	**O3 (Three)**
Upper Age Limit	35 years (Age relaxation shall apply as per GOI rules)
Salary	Rs. 29,200/- p.m. (fixed)
Duration	Initially for Six (06) months extendable up to 3 years
Place of Posting	Sikkim
Essential Qualification (s)	Candidates who have completed their educational qualifications in 12th Pass can apply for this recruitment notification. A speed of not less than 8000 key depressions per hour through speed test on computer. Experience of working on field and management of multicentric projects in government institute will be an added advantage.
Desirable	Proficiency in MS Office Suite, basic proficiency in Hindi/Language for translation, and the ability to manage large amounts of data efficiently.
Nature of Duties	Data collection, data entry, timely data management, and support for quality check & assurance. They will also assist in other project-related day-to-day activities like printing, typing, Hindi translation etc.

JOB DESCRIPTION

The candidate will be responsible for accurately collecting, entering, and managing data, ensuring that all records are updated and organized in a timely manner. They will also assist in quality checks, identifying and correcting data inconsistencies, and supporting quality assurance processes. In addition, the role will involve assisting with day-to-day project activities, such as printing, typing, and providing translation services as required. The Data Entry Operator will assist in maintaining smooth project operations by supporting various project related tasks and collaborating with the team to meet deadlines.

<u>Note</u>:

- All the educational qualifications/certificates shall be from the recognized Board/University.
- All the experience gained shall be supportive certificates/documents.
- Organizations shall be counted after the completion date of the Minimum Essential Qualification.
- Experience from reputed National/International Organizations shall also be considered.
- Experience shall be from the relevant field/area, as required for the study of the Project concerned.
- All community experience/supportive certificates shall be issued by the authorized officers of the institutes.
- The required Field/Specialization may be mentioned in bracket against the position that is to be filled.

HOW TO APPLY

Interested Candidates shall send their CV along with filled up application form and relevant documents attached, in PDF file to this Email: nmondal@cus.ac.in

Shortlisted-candidates shall bring hard copies of documents to be presented at the time of Interview.

The following self-attested documents required to be enclosed with the application:

- Proof of Date of Birth
- Educational Qualifications
- Experience
- CV

No application will be entertained after **6th April 2025 until 5:00 PM**. Candidates are, therefore, advised to submit their applications well in advance without waiting for the last date for submission. The Shortlisted Candidates' will be informed by e-mail communication. No other mode of application will be accepted. Candidates must fill out the application form and mail to nmondal@cus.ac.in

SIKKIM UNIVERSITY

(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

6th Mile, Samdur, Tadong-737102, Gangtok, Sikkim

APPLICATION FORM

Application for the post of:_____ _____

Name :_____

Date of birth:_____Category (Gen/SC/ST/OBC):_____

Marital status:_____

Gender (Male/Female/third gender):_____Nationality:_____

Mailing address:_____

_____

Permanent address: _____

_____

Mobile number: _____

E-mail:_____

Educational qualification (starting from matriculation)

Examination Passed	Board/University	Year of Passing	Subject taken	% of Marks	Div.

Professional Experience (if any):_____

Research Experience(if any):_____

(Briefly describe the area of research, findings, innovations, patents, etc.)

Publications (mention author, title, journal name, year):(Attach separate sheet, if necessary)

_____

Seminar, Workshop, Conference, Trainings attended (Attach separate sheet, if necessary): _

_____

Awards, Prizes: _____ _____

Any other relevant information: _____ ___

DECLARATION

I hereby declare that I have carefully read the instructions and particulars given in the advertisement and that the entries made in this application form are correct to the best of my knowledge and belies. I note that the decision of the Project Appointment Committee (PAC) is final in regard to selection of the **Senior Project Assistant/Data Entry Operator** . I agree that I shall abide by the decision of the PAC which will be final.

Place:

Date:

Signature of the Applicant