



Government of West Bengal
Institute of Post Graduate Medical Education and Research, Kolkata
244 Acharya Jagadish Chandra Bose Road, Kolkata – 700020

Memo. No./Inst./ 1366

Dated: 02/03/2026

Advertisement for the Walk-in Interview for the post of Project Technical Support - III

A Walk-in Interview will be held for the post of Project Technical Support - III on Contractual basis in Dept. of Health Research, Govt. of India funded project entitled “Impact of Quality Improvement initiative on Neonatal health outcomes in Sick Newborn Care Units of West Bengal: A Multicentric Hybrid Type 2 Effectiveness-Implementation Study” at Multidisciplinary research Unit (MRU), IPGME&R, Centre of Excellence, Kolkata.

Profile B: Project Technical Support - III

Number of Posts: 1 (Based at MR Bangur Hospital and the IPGME&R, Kolkata).

Age: 35 years on the last date of application (Relaxation as per ICMR Norms).

Remuneration: INR 28000/- per month + HRA as per DHR norms.

Date & Time of Interview: 13th March, 2026 from 11 am.

Venue: MRU Seminar Room, Academic Building, 5th Floor, IPGME&R, Kolkata

Role Focus: Dual responsibility of executing local data collection at the MR Bangur hospital SNCU while serving as the central administrative and data-monitoring anchor at the IPGME&R.

1. Essential Qualification (As per ICMR Norms):

- Three-year Graduate degree in a relevant subject (e.g., Public Health, Clinical Research, Health Administration, or Life Sciences) with three years of post-qualification experience in a relevant field and data management.
- **OR** Post Graduate degree in a relevant subject as above
- **OR** For Engineering/IT/CS candidates: Four-year Graduate Degree.

2. Tailored Desirable Qualifications:

- Prior experience in digital data collection using tablets or mobile applications (e.g., REDCap, ODK) in a clinical or hospital setting.
- Familiarity with maternal and neonatal ward workflows, patient registers (such as the state Govt SNCU software), and clinical terminology
- Strong interpersonal skills to effectively assist local healthcare workers (doctors and nurses)
- Fluency in the local language (Bengali) for conducting gap-analysis interviews and focus group discussions with frontline staff.
- Demonstrable administrative experience in coordinating multi-centric clinical trials or state-level public health projects and project related administrative and financial documentation

High proficiency in data tracking tools (MS Excel, Google Workspace) and navigating web-based dashboards to monitor multi-site data entry compliance.

3. Specific Job Responsibilities:

- Daily abstraction of baseline and post-intervention clinical data (mortality, morbidity, process indicators) from SNCU patient files and state software into the project's custom digital database and maintain local logs of PDSA cycles and digital data entry in a tablet/ mobile in REDcap/Life QI platform
- Assisting the local Nodal Officer and Investigator in organising on-site workshops and preparing the logistics, schedules, and materials for the periodic onsite workshops
- Managing travel logistics for master trainers, Handling basic project-related administrative and financial documentation.
- Operating from the IPGME&R Hub to remotely track the data entry progress, resolve queries, and monitor missing variables for the three Spoke SNCUs (Suri, Murshidabad, Coochbehar).
- Acting as the primary administrative liaison between the central Mentorship Hub and the district Nodal Officers
- Managing the logistics, scheduling, and attendance documentation for the central review meetings and the deployment of the Hub mentoring team to the Spoke sites
- Managing all sorts of communications of the project related works

Instructions to the Applicants:

- Preference will be given to candidates with prior work experience and a command of Bengali, English and the local language.
- Candidates are requested to bring original copies of all relevant documents and testimonials on the day of the interview.
- A recent CV and self-attested photocopies of all relevant documents must be attached to the completed Application Letter. It may be noted that the post is temporary and contractual in nature, for a period till the end of the project, and may be extended as per the needs of the project.
- Candidates who are not found to be suitably performing may be terminated with one month's notice.
- No TA/DA is admissible for the interview.

Bijan Saha
Prof. Bijan Saha
Principal Investigator
Dept. of Neonatology
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Kolkata-20
Memo. No./Inst./ 1366/1(5)

Simanti Datta
Prof. Simanti Datta
Nodal Officer
MRU, IPGME&R
Kolkata
Nodal Officer
MRU, IPGME
Kolkata

[Signature] 02/03/2026
Director
IPGME&R, Kolkata
Director
I.P.G.M.E. & R.
Kolkata-700020

Dated: 02/03/2026

Copy forwarded for information and Necessary Action:

1. Prof. Simanti Datta, Nodal Officer, MRU, IPGME&R
2. Prof. Bijan Saha, Dept. of Neonatology, IPGME&R
3. Medical Officer In Charge (Project), IPGME&R
4. Mr. Atal Saha (Asst. Superintendent, Non Medical) for uploading the said order to the official website
5. Office Copy

[Signature] 02/03/2026
Director
IPGME&R, Kolkata

Director
I.P.G.M.E. & R.
Kolkata-700020