

**SANJAY GANDHI POST GRADUATE INSTITUTE OF MEDICAL SCIENCES,  
RAEBARELI ROAD, LUCKNOW-226014 (U.P.), INDIA**

Phone Nos. 0522-2495235 Fax no. (0522) 2668017, 2668951

Project: National Resource Center & Hub under the National Medical College Network (NMCN)

Ministry of Health & Family Welfare, Govt. of India has identified SGPGIMS, Lucknow as the National Resource Center (NRC) under NMCN Project and has sanctioned Grant-in-aid for strengthening / upgrading the NRC and network Hub at SGPGIMS, Lucknow. The followings manpower is needed for strengthening & sustaining the activities and infrastructure at NRC.

Sl. No.	Designation	No. of Post	Qualification	Max. Salary per Month	Terms of Reference (TOR)
1	Information Manager / Librarian	01	Masters in Library Science & PGDLAN (Library Automation & Networking) with four years of exp. in digital library	30,000	<ol style="list-style-type: none"> <li>1. Responsible for collection of information on telemedicine &amp; e-Health related information</li> <li>2. Compilation of the information and presented to the Nodal Officer, NCR</li> <li>3. Preparation of reports on monthly updates in the field</li> <li>4. Maintenance of the digital library infrastructure</li> <li>5. Provide content material to the trainees, diploma students and researcher</li> <li>6. Management of Library Information System</li> <li>7. Management of log book of Library access</li> <li>8. Other duties, as assigned by Nodal Officer, NRC</li> </ol>
2	Administrative Officer	01	MBA with excellent knowledge of computing with exp. of Office & Admin. Work <b>Experience: Minimum Four Years of experience in administrative role</b>	30,000	<ol style="list-style-type: none"> <li>1. Excellent computing skill</li> <li>2. Supervision of manpower activities, maintaining leave record, assisting Nodal Officer in day to day administration</li> <li>3. Maintenance of attendance registers</li> <li>4. Make sure the discipline and punctuality</li> <li>5. Responsible for maintenance of proper sanitation &amp; hygienic premises</li> <li>6. Liaising with Institute authority for day to day file processing &amp; related work</li> <li>5. Preparation of file for related work &amp; maintenance of file log</li> <li>6. Other duties, as assigned by Nodal Officer, NRC</li> </ol>
3	Telemedicine Technician	02	Graduate with Diploma in IT / CS/Electronics & Communication or Diploma in Telemedicine /HIMS <b>Experience: Minimum One years of experience in O&amp;M of IT system</b>	20,000	<ol style="list-style-type: none"> <li>1. Operation of Day to day telemedicine sessions</li> <li>2. Technical testing with all telemedicine nodes connected under NMCN</li> <li>3. Operation of Tele-follow-up session</li> <li>4. Provide basic operation training to the trainees</li> <li>5. Maintenance of daily session log book</li> <li>6. Operation software &amp; hardware videoconference system, any other equipment provisioned</li> <li>7. Operation of telemedicine software</li> <li>8. Digitization of analog content materials</li> <li>9. Other duties, as assigned by the Administrator / Nodal Officer / as laid down in SOP</li> </ol>



All the posts are temporary for one year subject to extension time to time as per the approval of the MOH&FW, Govt. of India. The selection committee reserves the right to get the post downgraded /cancelled, if suitable candidates are not found. The appointee will not have any claim for a regular post in the Institute. Accommodation in the Institute campus will not be provided.

Application on plain paper with necessary certificates should be submitted to the office of the Prof. S.K. Mishra, Nodal Officer, NRC, NMCN Project, School of Telemedicine & Biomedical Informatics, SGPGIMS, Raibareli Road, Lucknow, 226014, U.P. latest by **21<sup>st</sup> March 2017**. The applicant's should appear for interview on **24<sup>th</sup> March 2017 (Friday) at 2.00 p.m.** at the School of Telemedicine & Biomedical Informatics, SGPGIMS, Lucknow. No Interview call letters will be issued to the candidates. TA/DA will not be payable. Director, SGPGIMS, Lucknow reserve the right to cancel the advertisement/selection without assigning any reason.

  
(Principal Investigator)