

NOTIFICATION

ADVERTISEMENT FOR THE FOLLOWING POSTS

Online applications are invited for the following positions at the **Wardha site - Datta Meghe Institute of Higher Education & Research (Deemed to be University)**. Only **shortlisted candidates** will be contacted for an interview. These positions are **purely contractual**. Details are as follows:

Name of the Project: Technology Resource Hub (TRH) under the Centre for Evidence-Based Guideline

Funded by: Department of Health Research, MoHFW, Govt. of India

Details of the Posts

Name of the Post	No of Vacancies	Roles and Responsibilities	Key Skills Required	Revised Emoluments Per Month
Project Scientist - II	01	<ul style="list-style-type: none">• Lead specific components of research projects on evidence synthesis, including literature search, risk of bias assessment, meta-analysis, and GRADE assessment.• Supervise and mentor Project Scientist-I.• Develop research methodologies, study protocols, and secure ethical approvals.• Oversee training sessions and capacity-building workshops.• Publish research findings in peer-reviewed journals.	<ul style="list-style-type: none">• Conduct systematic reviews and meta-analysis with GRADE assessment.• Proficiency in statistical analysis software (R, STATA, SPSS) and systematic review tools such as Covidence, Rayyan, RevMan, GRADE pro GDT.• Project Management: Experience in coordinating research projects and managing timelines.	Rs 87,100/-Per Month

			<ul style="list-style-type: none"> • Writing & Communication: Ability to prepare high-quality research papers and reports. • Mentorship & Training: Capacity to guide junior researchers and conduct workshops. 	
Project Scientist - III	01	<ul style="list-style-type: none"> • Conduct systematic reviews and meta-analysis with GRADE assessments, Health Technology Assessments. • Assist in developing policy recommendations. • Lead technical teams. • Develop research frameworks, methodologies, and standard operating procedures (SOPs). • Coordinate with stakeholders, including funding agencies, government bodies, and institutions. • Represent the project at national and international conferences. • Mentor junior scientists and oversee project execution. 	<ul style="list-style-type: none"> • Research & Analytical Skills: Expertise in systematic reviews, meta-analysis, GRADEing of evidence, Health Technology Assessment/Health economics and statistical modelling. Ability to assist in translating research into policy recommendations. • Leadership & Project Management: Ability to manage multi-disciplinary research teams. • Strategic Planning: Experience in designing research strategies and implementation plans. • Networking & Collaboration: Strong engagement with research bodies, policymakers, and funding agencies 	Rs 1,01,400/- Per Month
Office Assistant - 01		<ul style="list-style-type: none"> • Provide administrative support for the project. • Maintain project documentation and records. • Assist in data entry, scheduling meetings, and correspondence. 	<ul style="list-style-type: none"> • Organizational & Administrative Skills: Proficiency in handling office tasks efficiently. • Communication Skills: Strong verbal and written communication. 	Rs 23,082 Per Month

		<ul style="list-style-type: none"> • Handle logistics, travel arrangements, and event coordination. • Ensure smooth office operations and liaise with different departments. • Support financial and procurement processes. • Assist in the preparation of reports, presentations, and official communications. • Handle filing and record-keeping. 	<ul style="list-style-type: none"> • Computer Proficiency: Knowledge of MS Office (Word, Excel, PowerPoint), email, and data entry. • Attention to Detail: Accuracy in record-keeping and documentation. 	
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Application Process

Interested candidates are invited to submit their resumes/CVs to **Jobsprojects7@gmail.com** on or before **5 PM on 12th April 2025**. Shortlisted candidates will be invited for a **“personal interview.”**

For more information, please visit our website: **www.dmiher.edu.in**.

Project Director