

ICMR-DHR HTAIn (Health Technology Assessment in India) Regional Resource Centre, AIIMS Guwahati

VACANCY NOTICE (CHSI-2.0)

Ref no: AIIMS/Ghy/Pharma/PS//HTA/CHSI-2/08

Dated: 17-07-26

Applications are invited for the below mentioned contractual posts in AIIMS Guwahati for the study on **“Costing of Health Services in India-2”** also known as “Costing Studies-2.0” in Department of Pharmacology (PI: Dr Phulen Sarma, Assistant Professor, Department of Pharmacology), under HTAIn Regional Resource Centre, the Scheme code: 3461-Establishment Expenditure and Health Research, funded by the Department of Health Research (DHR), ICMR New Delhi.

Name of the Post: Research Assistant (One post)

Job Responsibilities: The selected candidate will be required to undertake the following responsibilities:

- Work as an integral member of the CHSI 2.0 project team and coordinate effectively with the Principal Investigator (PI), Co-investigators, DHR, PGIMER Chandigarh, and other stakeholders.
- Conduct data collection from various hospital departments, including clinical, administrative, financial, human resource, equipment, consumables, and infrastructure-related data as per the CHSI 2.0 methodology.
- Perform accurate data entry, verification, validation, cleaning, and maintenance of project databases.
- Assist in data compilation, analysis, preparation of reports, and other project-related documentation.
- Coordinate with hospital departments and facilitate retrieval of records, registers, and relevant project information.
- Undertake extensive field visits within and outside the institute and different districts of Assam, as required for project implementation, monitoring, verification, and data validation.
- Participate in supervision, monitoring, quality assurance, internal audits, and data validation exercises conducted by the PI, PGIMER Chandigarh, DHR, ICMR, or other authorized agencies.
- Participate in training programmes, workshops, review meetings, project monitoring visits, and capacity-building activities related to CHSI 2.0.
- Ensure confidentiality, integrity, and secure handling of project data in accordance with institutional and Government of India guidelines.
- Maintain proper documentation of project activities and submit periodic progress reports as required.
- Assist in logistics, coordination, scheduling, communication, and other administrative activities necessary for successful implementation of the project.
- Travel as and when required for project-related work.
- Perform any other scientific, technical, administrative, or project-related duties assigned by the Principal Investigator, PGIMER Chandigarh, Department of Health Research (DHR), Indian Council of Medical Research (ICMR), or other competent authorities for the successful implementation of the CHSI 2.0 project.
- Writing projects for different grant acquisitions under guidance of P.I. and ethics approval procedure.
- Place of work : AIIMS, Guwahati, Assam (Any district of Assam) or anywhere in India as per project requirements.

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Eligibility Criteria:

Posts	Number of vacancy	Qualification(Minimum)	Monthly Salary(INR)
Research Assistant	One	Essential: • Age: Not more than 40 years(as of last date of application) • Master in life Science /Relevant subjects from a recognized University OR Pharm D (Doctor of Pharmacy) from a recognized institution WITH 3 years of work experience from a recognized institution. AND One research publications as first author/Corresponding author in SCI Journal	50,000/-
		Desirable: 3 research publications in SCI Journal (at least 1 as first author/corresponding author) Experience in health technology assessment/cost effective analysis/economic evaluation Have public health/social science experience 1 year Experience in Govt funded project Knowledge of data management and biostatistics, basic computer softwares (Microsoft office, R, SPSS)	

IMPORTANT DATES:

1. Last date of submission of online form: 27.7.2026 (6:00pm)
2. Last date of submission of hard copy: 28.7.2026 (6.00pm). Applications received after the deadline will not be accepted or entertained. Hard copy of the application with all supportive documents (self attested) along with filled annexures to be deposited in the security office, medical college building, AIIMS, Guwahati (should be entered in security register)
3. Date of Interview & Venue: 30.7.2026 at 08:00 AM (Tentative date), in Medical College Building, AIIMS Guwahati. In case of any change, the same will be conveyed to the candidates via notification in the official website of AIIMS Guwahati under recruitment section (Research).

Mode of Interview: Physical mode only

Application Instructions: Candidate can apply via online mode by filling in the Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdP8u1wQqIEd8DW6Uo_CbhWGG8CgoE7YNxXqGxEN3RpF-200g/viewform?usp=publish-editor along with hard copy of the application along with all necessary documents and annexures be sent via post/personal deposition in security guard office, Medical college building (Ground floor, AIIMS, Guwahati) duly entered in security register (date and time). Application not received in

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the mentioned time line and not associated with supporting documents duly signed will be automatically rejected.

Notes:

1. Only short-listed candidates will be contacted for an interview.
2. A written test may be conducted depending on the number of applications received.
3. The post is purely temporary. The Principal Investigator has the right to terminate the tenure with one-month notice and vice versa at any time.
4. Candidates are required to submit the application form duly filled along with one set of photocopies of all certificates. All the original certificates for verification must be brought failing which their candidature cannot be considered
5. Candidates applying for more than one project position should separately apply for each project position and submit hard copy.
6. Application received after the closing date, for whatever reason, is liable to be rejected.
7. Incomplete or Application without supportive documents not submitting hard copy is liable to be rejected.
8. Relevant documents of educational qualification/ specialization/ experience as claimed must be invariably uploaded in online form submission.
9. Those who are already employed/ working under various research schemes and desire to be considered for the post should submit their applications through proper channel to the undersigned with a certificate from the employer that he/she will be relieved immediately, if selected.
10. The tenure of the candidate is co-terminus with the project.
11. No TA/DA will be provided for attending the interview.
12. Any outside influence, brought in by a candidate or on behalf of the candidate shall disqualify him/her.
13. The engagement can be terminated with one-month notice from either side without assigning any reason.
14. Since, the project position(s) is / are temporary; the incumbents selected will have no claim for regular appointment at AIIMS, Guwahati or continuation of his / her services in any other project.
15. The recruited project person(s) is / are governed as per ICMR-DHR project staff recruitment guidelines and will have to give the **undertakings before joining**.
16. Qualifications should be achieved from recognized Institutions / Universities only.
17. Experience certificate should clearly state the nature of work during the period of employment with dates. Experience in the relevant discipline / field should be from a reputed institution / organization recognized by the relevant authority.
18. **Recommendation Letters (Mandatory):**
A recommendation letter from the most recent employer (for candidates employed in a project, this should preferably be from the Principal Investigator; for others, from the Head of Institution/Department or immediate supervisor, as applicable). Another recommendation letter from the Ph.D. guide or Master's guide (whichever corresponds to the highest degree obtained).
19. **Date of Interview / written test may be changed due to administrative reasons.** Hence, candidates are advised to check website before appearing for Interview / written test.
20. Submission of incorrect or false information shall disqualify the candidature at any stage.
21. Since the project positions are purely on temporary basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee.
22. No TA / DA will be given for attending Walk-in-interview / written test.

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23. **Mere fulfilling the essential qualification / experience will not bestow any guarantee of selection.**
24. AIIMS, Guwahati retains the liberty to either modify or cancel or publish afresh, this vacancy circular.
25. All guidelines / rules etc., issued from time to time by ICMR-DHR will be followed
26. In-case of any query, email it to phulensarma@aiimsguwahati.ac.in
27. Selected candidates must join within 14 days of the result announcement on the AIIMS Guwahati website owing to the urgent nature of the project. Failure to join within the stipulated time will result in the offer being extended to the next candidate on the waiting list.

Short listing Criteria

- i. In the first instance, all the candidates who fulfill minimum eligibility in respect of age, educational qualifications and experience (wherever required) shall be short-listed.
- ii. All annexure should be submitted as per annexure provided and should be complete
- iii. Recommendation letter as mentioned should be submitted from specified concern authority as mentioned.
- iv. If the number of such shortlisted candidates is high and it is not possible to call all of them for interview, then PI shall further shortlist the candidates, on the basis of some suitable short listing criteria, as may be fixed by PI (May vary from case to case)
- v. An MCQ test may be conducted if selected candidate number is high.
- vi. Laptop/Tablet, logarithm table, digital diary, mobile phone, smart watch, Bluetooth Devices / earphones / ear buds, other electronic gadgets, text books, notes etc., will not be allowed inside the Examination Hall / Interview
- vii. The candidates will be selected on the basis of their performance in the written test / interview subject to qualifying the skill test, wherever applicable

Annexures

1. Candidate to submit application form (As per template provided, **Annexure I, no modification allowed**)
2. Candidates who are currently employed in a government institution or engaged in a research project must submit a **No Objection Certificate (NOC)** in the prescribed standard format (**Annexure II**).
3. The NOC must be submitted in **original**, duly signed by the Employer/Principal Investigator (PI), as applicable and as mentioned in the eligibility list, at the time of document verification.
4. Failure to submit the NOC will result in the candidate **not being permitted to appear for the physical interview under any circumstances**.
5. Candidates are required to sign a **self-declaration of physical fitness** in the prescribed standard format (**Annexure III**) at the time of document verification, as the nature of the project involves frequent travel.
6. Candidates are required to sign a **self-declaration (Annexure IV)** stating that there is no pending or ongoing court case against them at the time of document verification.

In case of any query, please email to phulensarma@aiimsguwahati.ac.in

Application Instructions:

Candidates must fill the application form and send a **hard copy** to the address mentioned below.

**ICMR-DHR HTAIn (Health Technology Assessment in India)
Regional Resource Centre, AIIMS Guwahati**

**HTAIn-RRC (CHSI-2.0)
Application for the post of Research Assistant**

To,

Dr. Phulen Sarma

Assistant Professor, Department of Pharmacology, 2nd Floor, Medical College Building, AIIMS
Guwahati, Changsari, Kamrup, Assam, 781101

From,

Name:

Address:

Phone no:

Note: Scanned copies of all certificates/credentials for the identity, educational and work experience made above needs to be uploaded in the google form as well as to send in hard copy via post

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**Annexure I: Application Form for Recruitment of posts for the CHSI-2
study at HTA-Regional Resource Centre (RRC) – AIIMS Guwahati**

Post Applied For: (Tick wherever applicable)

☐ Research Assistant

1. Personal Information

Name of the candidate (In Block Letters):	
Sex:	
Mother's Name:	
Father's Name:	
Name of the local Guardian & Contact number:	
Permanent address:	
Address for correspondence:	
Mobile Number (with Whats App facility):	
Email id:	
Date of Birth: (DD/MM/YYYY)	
Marital status:(Tick)	Married/Unmarried
Nationality	Indian/Other (Specify):
AADHAAR Number	

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2. Educational Qualifications:

Degree	Name of degree	Year of Passing	University/Institute	Specialization	Marks/Grade	Remarks
Ph.D.						
Masters						
Graduation						
Other						

3. Professional Experience:

Organization/ Institute	Position Held	From (MM/YY YY)	To (MM/YY YY)	Responsibilities	Organization/ Institute	Position Held

4. Research/ Project Experience:

- Publications (Relevant to HTA, Health Economics, public health) with Impact Factor (Clarivate analytics)

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- Publications in other domains (apart from those mentioned above) with Impact Factor (Clarivate analytics)

- ☐
- ☐
- ☐

- Post-doctoral research/teaching experience (if any):

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5. Technical Skills (Tick as applicable)

- ☐ Proficiency in Microsoft Word, Excel (advanced), VBA
- ☐ Statistical/Programming Tools (Python, R, STATA)
- ☐ Decision-analytic Software (Tree Age)
- ☐ AI/ML Methods for Data Analysis & Modelling
- ☐ Health Costing, Economic Evaluation, Economic Modelling
- ☐ Other skills (Please specify)

6. Additional Information (if any)

7. Experience in HTA/health economics related projects (Describe):

8. If selected, what time duration would you require for joining? _____

9. Have you been declared un fit by medical/court for appointment in any Govt. service:

Yes/No

If Yes, Mention the reason: _____

10. Declaration

I hereby declare that all the information provided in this application is true and correct to the best of my knowledge. I understand that my appointment is **co-terminus with the project duration**, and no claim for regular employment shall arise from this project.

- Place: _____
- Date: _____
- Signature of Applicant: _____
- Name of the applicant: _____

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Annexure II: No Objection Certificate (NOC)

No Objection Certificate (NOC)

(To be provided on official letterhead of the Institution/Organization)

This is to certify that Mr./Ms./Dr. _____,
S/o / D/o _____, is currently working as
_____ (Designation) in the Department of
_____ at
_____ (Name of Institution/Organization)
since _____ (Date of joining).

This is to state that the undersigned has no objection to the above-mentioned candidate applying for and appearing in the interview for the post of _____ under the project titled _____ at AIIMS, Guwahati.

In the event of selection, the institution/organization has no objection to relieve the candidate as per rules to join the said post.

This certificate is being issued upon the request of the candidate for the purpose of submission at the time of document verification.

Name of PI (As applicable): _____

Designation: _____

Department/Organization: _____

Signature: _____

Official Seal: _____

Date: _____

Place: _____

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Annexure III
Self-Declaration of Physical Fitness

I, Mr./Ms./Dr. _____,
S/o / D/o _____,
aged _____ years, residing at _____,
do hereby solemnly declare that:

1. I am physically and medically fit to perform the duties and responsibilities associated with the post for which I have applied.
2. I understand that the project may involve field visits, travel, data collection, laboratory work, or any other project-related activities, and I am willing and able to undertake such duties.
3. To the best of my knowledge, I do not have any physical or medical condition that is likely to substantially impair my ability to safely and efficiently discharge the responsibilities of the post.
4. I undertake to promptly inform the Principal Investigator if, during the tenure of the project, I develop any medical condition that may significantly affect my ability to perform my assigned duties.
5. I understand that AIIMS Guwahati reserves the right to require a medical examination by a competent Medical Board/Medical Officer at any stage of recruitment or during the tenure of the project, if considered necessary.
6. I declare that the information furnished above is true and correct to the best of my knowledge and belief. If any information furnished by me is found to be false, suppressed, or misleading, my candidature/appointment may be cancelled at any stage without prejudice to any other action as permissible under applicable rules.

I make this declaration voluntarily and in good faith.

Signature of Candidate: _____

Name: _____

Date: _____

Place: _____

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Annexure IV (Self-Declaration Regarding No Pending/Ongoing Court-Case)

Self-Declaration Regarding No Pending/Ongoing Court Case

I, Mr./Ms./Dr. _____,
S/o / D/o _____,
aged _____ years, resident of _____,
do hereby declare that:

1. I do not have any pending or ongoing court case, criminal or civil, against me in any court of law.
2. I have never been convicted by any court of law. (Modify if required as per policy)
3. I understand that in case any information provided by me is found to be false, incorrect, or concealed, my candidature/appointment shall be liable to cancellation/termination at any stage.

I am making this declaration voluntarily and to the best of my knowledge and belief.

Signature of Candidate: _____

Name of Candidate: _____

Date: _____

Place: _____