



SIKKIM UNIVERSITY

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

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Dated: 08/05/2025

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)** 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 prescribed format with supportive documents and publication (if any) to the project investigator (nmondal@cus.ac.in) on/before **19th May 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.

Note:

- 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 **19th May 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

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

APPLICATION FORM

Passport size
photograph

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) (Please attached separate sheet):_____

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 beliefs. I note that the decision of the Project Appointment Committee (PAC) is final in regard to selection of the **Senior Project Assistant**. I agree that I shall abide by the decision of the PAC which will be final.

Place:

Date:

Signature of the Applicant