



**कार्यालय प्रधानाचार्य महामाया राजकीय एलोपैथिक मेडिकल
कॉलेज, अम्बेडकरनगर।**

वाक-इन-इंटरव्यू

Regional Resource Training Centre Programme लखनऊ के निर्देशानुसार राजकीय मेडिकल कॉलेज, अम्बेडकरनगर के कम्युनिटी मेडिसिन विभाग में संचालित Regional Resource Training Centre Programme (RRTC) हेतु संविदा के आधार पर 01 (एक) RRTC कोर्डिनेटर (Clerical Assistant) पद पर चयन हेतु वाक-इन-इंटरव्यू का आयोजन दिनांक 10.06.2022 को मध्याह्न 12 बजे से प्रधानाचार्य कार्यालय में आहूत किया जा रहा है। अर्हताधारी व्यक्ति निर्धारित प्रारूप पर आवेदन पत्र पूर्ण रूप से भर कर उसके साथ अपनी योग्यता से सम्बन्धित समस्त प्रमाणपत्रों/अंकपत्रों की स्वाप्रमाणित प्रतियां संलग्न कर साक्षात्कार में प्रतिभाग कर सकते हैं।

उपरोक्त हेतु वेतन, आवेदन-पत्र एवं अन्य नियम-शर्तों के लिए विस्तृत विवरण कॉलेज की वेबसाइट www.mramc.in पर देखी जा सकती है।

SN	Designation	Vacant Post	Monthly honorarium (Rs)
01	Clerical Assistant	01	20000 / -
 नोडल अधिकारी आर0आर0टी0सी0		 प्रधानाचार्य मेडिकल कॉलेज, अम्बेडकरनगर	

Prototype for Post Advertisement

Name of the Position: Clerical Assistant (RRTC Coordinator):1 Position

Location: Name of the Medical College..... District.....

Reports to: RRTC Nodal, Deptt..... Medical College..... District.....

Background

.....Medical College is collaborating with Uttar Pradesh Technical Support Unit- (UP-TSU) India Health Action Trust (IHAT) in the Regional Resource Training Centers (RRTC) Program, aiming at capacity building of FRU Doctors of Public Health Facilities in 75 Districts of Uttar Pradesh to improve maternal and new born health outcomes.

..... Medical College invites applications for the following position from competent and committed persons -

✓Job Summary

Clerical Assistant (RRTC Coordinator)– RRTC Program: He/She will support Nodal Officer Regional Resource Training Centre, Medical College.This support will include following key responsibilities-

✓Key Responsibilities:

- Work closely with the supervisor/other faculty members/programmatic linkage on setting program priorities and directions.
- Participate in development and preparation of reports/documents.
- Provide support in all training of doctors from selected facilities under the program which will include training calendar, batch formation, coordination with Specialists/ Medical Officers, coordination with faculty Master Trainers and all logistic arrangements for the training.
- keep record/data of all trainings and Specialists/ Medical Officers posted at each facility
- Prepare calendar for on-site mentoring visits to selected FRUs.
- Support in issuing training/mentoring visit letters to CMSs, Government and UPTSU-IHAT
- Coordination with Faculty and CMSs for on-site mentoring visits.
- Responsible for all logistics for on-site visits including carrying of all required resource material/ check lists/mannequins.
- Undertake visit to FRUs with faculty for logistic support.
- Assist in establishing skill lab and will be responsible for its up-keep.
- Maintain all records of field visits.
- keep all expenditure statements and financial records.
- Prepare quarterly expenditure report.