

VACANCY NOTICE

THIS POST IS PURELY ON A CONTRACT BASIS.

Applications are invited for filling the post **Data Collector, Cum Data entry Operator** in the project titled “**Effectiveness of an mHealth Interactive Education and Social Support Intervention for Improving Postnatal Health**”.

POST	Data Collector, Cum Data entry Operator
NUMBER OF POSTS	01
DURATION	9 Months (Can Be extended)
Salary Range	Rs 30000 - Rs 35,000 per month
Qualifications	<p>Essential:</p> <p>Master’s degree in food technology / microbiology / public health or equivalent.</p> <p>Desirable:</p> <ul style="list-style-type: none">• Conduct household surveys and collect demographic, lifestyle, and health-related information.• Obtain informed consent, provide fasting instructions, and ensure ethical research practices.• Take physical measurements (height, weight, blood pressure, etc.) and assist in sample collection.• Support qualitative research (interviews, discussions, and transcription).• Coordinate with ASHA workers, ANMs, hospitals, and district officials for fieldwork.• Build rapport with communities, handle refusals, and ensure participation.• Perform accurate data entry and digitization using mobile apps and MS Office.• Assist in laboratory-related tasks such as sample processing, media preparation, and basic microbiological testing when required.• Contribute to monitoring field progress and preparing project nm documentation.
Experience	<ul style="list-style-type: none">• Minimum 1.5 years of experience of handling Field work.
Key Responsibilities	<ul style="list-style-type: none">• Introduce the purpose and data collection process to the members of selected household.• Review completed data collection forms for completeness and accuracy; obtain missing or questionable data, as necessary.• Effectively and timely reports the field activities to the Research Coordinator. <p>Note:</p> <ul style="list-style-type: none">• Candidate should have sound knowledge of Punjabi• Candidate should be comfortable working long hours in a rural field setting

How to apply: Interested candidates should email their CV’s (detailed) along with total experience to mhealthrolpgi@gmail.com having subject titled “Application for the post of **Data Collector, Cum Data entry Operator** by 30th September 2025 by 5 pm.

TERMS AND CONDITIONS:

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither IIIT Delhi nor the Principal Investigator nor the funding agency is obligated to offer permanent employment.
- Only interview candidates will be contacted or notified. Date, time, and location of the interview will be communicated via email exclusively.
- Under no circumstances will applications received after the vacancy notification deadline be considered.
- There will be no TA/DA given attending the interview.
- This will be a full time Job employment.

Working Place

The work location will be in Punjab, Distt – SAS Nagar with the possibility of remote work depending on project requirements.

Principle Signature