

R.D. Gardi Medical College, Ujjain

Advertisement and Application Form for Recruitment of Project Staff

Project: *Estimating Early Life Exposure to Micro (Nano) Plastics in India: A Panel Study in Healthy Infants (MNP) - Supported by Indian Council of Medical Research*

R D Gardi Medical College, Ujjain invites applications in prescribed format for the following **project posts** (location: Ujjain) to be engaged purely on time bound temporary basis. The prescribed application format is available on the website: - <https://www.rdgmc.edu.in>. While applying the project posts, the candidates must mention the ‘**project title and post applied for**’ in the subject line and send the duly filled prescribed Application Form to email-id: rdgmcnp@gmail.com on or before **20.08.2026 by 05.00 P.M.** **Only applications submitted through the above email address will be entertained. Applications submitted through any other mode will not be considered. Applications submitted only in the form of a CV/resume will not be entertained. Candidates must submit the duly filled and signed prescribed application form along with the required supporting documents.** All applications will be screened and only shortlisted candidates will be invited for interview. Shortlisted candidates will be informed regarding details of interview later. The interview for the posts will be held through Walk-In-Interview/Video Conferencing for which the specific date and time slot will be intimated through website/email.

Medical Director
RDGMC, Ujjain

31/7/2026

1. Project Technical Support–III (PTS-III)

Number of Positions: 2

Monthly Emoluments: ₹28,000/- + HRA as admissible

Maximum Age Limit: 35 years

Location: Ujjain

Minimum Essential Qualification

Three-year Graduate Degree in a relevant subject/field with three years post-qualification experience in the relevant subject/field;

OR

- Postgraduate Degree in a relevant subject/field.

Desirable Qualification

- Applicants having degree in Public Health/ Social Work/ Social work/ Environmental Science will be preferred
- Experience in environmental, biological, or public health research projects.
- Experience in collection, processing, and management of biological and environmental samples.
- Knowledge of laboratory procedures, sample handling, and documentation.
- Good computer skills, including MS Office, MS Excel, and data management.

Nature of Duties

- Assist in collection, processing, storage, transportation, and pretreatment of biological and environmental samples.
- Maintain project records, databases, and laboratory documentation.
- Support field activities, participant follow-up, and sample inventory management.
- Assist in QA/QC procedures and project reporting.
- Perform any other project-related duties assigned by the Principal Investigator.

2. Project Nurse–II

Number of Positions: 2

Monthly Emoluments: ₹20,000/- + HRA as admissible

Maximum Age Limit: 28 years

Location: Ujjain

Minimum Essential Qualification

- Three-year General Nursing and Midwifery (GNM) Course.

Desirable Qualification

- Experience in maternal and child health projects.
- Experience in biological sample collection, including blood collection from mothers and infants.
- Experience in community-based research studies and participant counselling.
- Good communication and documentation skills.

Nature of Duties

- Recruitment and follow-up of study participants.
- Collection of biological samples as per study protocol.
- Assist in obtaining informed consent and maintaining study documentation.
- Coordinate with study sites, laboratories, and project staff.
- Support field visits and participant tracking activities.
- Perform any other project-related duties assigned by the Principal Investigator.

Procedure for Recruitment:

- (1) Candidates meeting the age criteria and possessing the required qualifications, experience, etc. and willing to work for the above-mentioned projects may apply and fill the Application Form in the prescribed format only and send it to the email ID on or before the last date and time of receipt of applications with enclosures as mentioned above. There is no need to send hard copy of any application form/documents at this stage.
- (2) Candidate should super scribe “**Application for the post of.....**” in the subject line while sending their application through e-mail on rdgmcnp@gmail.com. No other mode of application will be accepted.
- (3) Number of positions may vary.
- (4) The list of shortlisted candidates will be displayed on the websites of R D Gardi Medical College, Ujjain and the short-listed candidates will be called for interview through Walk-In Interview/Video Conferencing.
- (5) Candidates are advised to visit the Institute's website for any changes, result or any other information.
- (6) Late received and incomplete application forms or applications not submitted in the prescribed format or without photo and signature will not be considered and will summarily be rejected.
- (7) The above position will be filled purely on temporary **CONTRACT** basis and co-terminus with the project.
- (8) The rates of emoluments/stipend shown in this advertisement are as per the guidelines and as per the sanction. Payment of emoluments to the project employee will be depending on availability of funds from the funding agency.
- (9) The date for determining the eligibility of age of all candidates in every respect shall be from last date of application submission.
- (10) Separate application should be submitted for each post. Engagement of applicant for a particular position will be decided by selection committee/appointing authority.
- (11) Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification, if required.
- (12) Mere fulfilling the essential/educational qualification does not guarantee the selection.
- (13) Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- (14) Initial contract appointment will normally be for a period as specified in the appointment letter.

Further continuation/ extension of the service will depend on requirement of the Institute, performance evaluation, and approval of the competent authority on case-to-case basis.

- (15) In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e., Aadhaar/PAN/Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents for verification at the time of joining the post.
- (16) Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents, such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
- (17) The Appointing authority reserves the right to terminate the service of the contract personnel even during the agreed contract period or extended contract period without assigning any reason. Leave shall be as per the Institutional policy for contract staff.
- (18) Medical Director, R D Gardi Medical College, Ujjain reserves the right to cancel/modify the recruitment process at any time, during the process, at his discretion, without giving any reason, whatsoever. The decision of the Medical Director will be final and binding.
- (19) The institute reserves rights to consider or reject any application/candidature. The decision of the Medical Director, R D Gardi Medical College will be final and binding.
- (20) Canvassing in any form will be a disqualification and the decision of the Selection Committee will be final.
- (21) All the educational qualifications/certificates shall be from the recognized Board/University.
- (22) No TA/DA will be paid for either interview in person/ joining the post. Candidates have to arrange transport/ accommodation themselves for these purposes.
- (23) Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website- <https://www.rdgmc.edu.in> only.
- (24) Any matter for which no specific instruction has been given shall be decided by the Medical Director, R. D. Gardi Medical College, Ujjain and the decision shall be final and binding on the candidate.
- (25) The appointments will initially be on a contractual basis from 1 October 2026 to 31 March 2027. Based on satisfactory performance and the availability of project funds, the appointments may be extended periodically up to the project completion date, 31 March 2029.

Application Form

Application for the Post of:

Paste your recent
passport size photo
& sign across

Please tick (✓) only one box. <i>Separate application should be submitted for each post</i>			
Project Entitled "Estimating Early Life Exposure to Micro (Nano) Plastics in India: A Panel Study in Healthy Infants (MNP)."			
Project ID	Name of the Project Postion		
MNP-1	Project Technical Support–III (PTS-III)	02 post	☐
MNP-2	Project Nurse–II	02 post	☐

Candidate is to fill all the information in his own handwriting and enclose self-attested copies of all documents for consideration of this application. If required Annexure can be enclosed.

1) Name of the Candidate:

2) Mother's name:

3) Father's name:

4) Spouse name (if any)

5) Gender: Male ☐ Female ☐ Transgender ☐

6) Marital Status:
(Married/Unmarried/divorcee/widower/widow)

7) Date of Birth:
(DD/MM/YYYY)
(Certificate must be Supported)

8) Age as on last date of application

Years	Months	Day

9) Address for Communication:

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10) Permanent Address:

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11) Mobile No.:

.....

12) Email-Id:

.....

13) Educational Qualification: (Enclose self-attested photocopies of degree/diploma certificates & mark sheets)

Examination	Subjects	Board/University	Month & Year of Passing	Percentage
X th (HSC)				
XII th (HSSC)				
Diploma				
UG Degree				
Post-Graduation				
Others				

14) Experience: (Enclose self-attested copies of Work Experience Certificates issued by the Competent Authority) (Use separate sheet if space is inadequate)

Name of Organisation worked before	Name of the Post	Period		Gross Pay	Nature of Work
		From	To		
Total Experience gained after acquiring the minimum essential qualification (in years): _____					

15) Current Activities:

.....

16) Name & address of two referees well known with applicant's work:

Name of Person	Occupation or Position	Referees' Address with Telephone No. & Email-Id

17) List of Publications (Attach reprints):

1.
2.
3.
4.

18) Additional information, if any

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19) Check List: (Please tick in the box given below as proof of enclosures.)

Note: All Certificates must be attested and be attached in the following order:

Certificate in support of age (High School Certificate)

☐

Higher Secondary/Degree/PGD/Diploma

☐

Experience Certificate

☐

DECLARATION

I, _____ hereby declare that I fully fulfil all the eligibility conditions laid down for engagement to the said post, such as age limit, required educational qualification, experience etc."

I, _____ further declare that the information given above is true, complete and correct to the best of my knowledge, information and belief and no relevant information has been concealed. I understand that if any of the above statements is found to be incorrect or any material information or relevant details have been misrepresented, suppressed or omitted, I am liable to be disqualified for engagement and if already engaged, my engagement is liable to be cancelled.

Place:

(Signature of the applicant)

Date:

Full Name:

Note: Incomplete applications, applications not submitted in the prescribed format, or applications submitted without a photograph, educational certificates, experience certificates, or signature, as well as applications received after the prescribed closing date, are liable to be rejected.

