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

Health Technology
Assessment in India (HTAIn)

AIIMS Guwahati

Advertisement number: AIIMS/Ghy/Pharma/PS//HTA/02   **Dated**: 1-10-2025

VACANCY CIRCULAR

All India Institute of Medical Sciences (AIIMS), Guwahati invites applications from qualified and motivated individuals for various positions at the Health Technology Assessment in India (HTAIn) Resource Centre, a prestigious initiative supported by the Department of Health Research, Ministry of Health and Family Welfare, Government of India. The Centre is dedicated to advancing evidence-informed healthcare decision-making and policy by undertaking cutting-edge research in public health, health economics, technology evaluation, cost-effectiveness analysis, and systematic reviews. Selected candidates will be part of a vibrant interdisciplinary team with the aim to contribute through health technology assessment and related fields.

S. No	Details of the post	Number of posts
1	SCIENTIST D (MEDICAL/ NON-MEDICAL) /SENIOR RESEARCH OFFICER	1
2	HEALTH ECONOMIST (LEVEL OF SCIENTIST C)	1
3	SCIENTIST C (MEDICAL/ NON-MEDICAL /RESEARCH OFFICER)	1
4	ADMINISTRATIVE OFFICER	1

Principal investigator: Dr. Phulen Sarma, Assistant Prof., Pharmacology, AIIMS Guwahati.

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1. POST NO 1: SCIENTIST D (MEDICAL/ NON-MEDICAL) /SENIOR RESEARCH OFFICER

Number of post: 1

Job Responsibilities:

- Execute ongoing and new programs of the HTAIn Regional Resource Centre (RRC), providing leadership and managerial strength in R&D studies in HTA research.
- Lead planning, execution, and management of HTA projects, including systematic reviews, economic evaluations, economic modeling and stakeholder consultations.
- Oversee the scientific and technical aspects of RRC activities, ensuring adherence to HTA guidelines, quality standards, and ethical requirements.
- Coordinate invitations, review, appraisal, and submission of HTA study proposals from States, District, Medical Colleges, and Institutions.
- Submit proposals for review by the Technical Appraisal Committee, seek clarifications from States/applicants, and forward finalized recommendations to relevant committees.
- Draft and review reports, policy briefs, and official documents; contribute to summaries of workshops, seminars, and events.
- Organize and lead workshops, seminars, capacity-building programs, and stakeholder meetings.
- Coordinate RRC activities as Senior Scientific Staff and provide mentorship to junior researchers, fellows, and project staff.
- Liaise with State Health Departments, national/international agencies, and academic institutions to strengthen collaborations in HTA.
- Monitor project progress, prepare progress/completion reports, and ensure timely submission to the Department of Health Research (DHR).
- Publish research outputs in peer-reviewed journals and represent the RRC in national and international scientific forums.
- Contribute to the strategic growth, sustainability, and strengthening of the RRC, and undertake any other responsibilities assigned by RRC/DHR.

Eligibility criteria:

Medical	Non-medical
Essential:	**Essential:**
• MBBS/BVSc/BDS degree + Post graduate degree + 3 years' experience in relevant field after post-graduation / Ph.D. in relevant subjects (Community Medicine / Preventive & Social Medicine / Pediatrics / Medicine / Tropical Medicine / Community Health Administration / Health Administration / Family Medicine / Epidemiology / Public Health / Life sciences / Biotechnology / Pharmacy Practice/ Pharmaceutical sciences / biomedical engineering) from a recognized university. Or	• PG degree + 3 years post qualification experience or Ph.D. in relevant field from recognized university. • Must have handled minimum 5 project in different roles relevant to requirements. **Desirable:** • Post-doctoral research and/or teaching experience in relevant subjects at recognized institutes. • Research publications in Health Technology Assessment (HTA), Health Economics, or related fields. • Proficiency in computer applications, including Microsoft Word, Excel

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- MBBS with 6 years-experience in relevant field post qualification.

Desirable:
- Post-doctoral research and/or teaching experience in relevant subjects at recognized institutions.
- Research publications in Health Technology Assessment (HTA), Health Economics, or related fields.
- Proficiency in computer applications, including Microsoft Word and Excel (with advanced functions), as well as statistical or programming tools such as Python, R, STATA, or equivalent.
- Experience in Artificial Intelligence (AI) and Machine Learning (ML) methods, with experience applying these tools to data analysis, predictive modeling, and research projects.
- Have good knowledge in statistical analysis and data handling in research project.

(with advanced functions), and statistical or programming tools such as Python, R, STATA, or equivalent.
- Experience in Artificial Intelligence (AI) and Machine Learning (ML) methods, with experience applying these tools to data analysis, predictive modeling, and research projects.
- Have good knowledge in statistical analysis and data handling in research project.

Salary: 78,000 + HRA

Age limit: 45 years

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2. NAME OF THE POST: HEALTH ECONOMIST (LEVEL OF SCIENTIST C)

No of post: 1

Job responsibility:
- Support the design, conduct, and analysis of economic evaluations in HTA studies, including cost-effectiveness, cost-utility, cost-benefit, and budget impact analyses.
- Develop, adapt, and validate economic models (decision-analytic models, Markov models, etc.) for HTA projects.
- Collect, manage, and analyze health economics, epidemiological, and costing data for HTA submissions.
- Critically appraise economic components of proposals received from States, Medical Colleges, and Institutions.
- Provide technical inputs in drafting HTA reports, policy briefs, and recommendations with a focus on economic implications.
- Assist in preparing and reviewing submissions for the Technical Appraisal Committee and other review bodies.
- Contribute to workshops, training programs, and capacity-building activities in health economics and HTA.
- Work collaboratively with multidisciplinary teams, liaising with policymakers, state health departments, and academic institutions.
- Publish scientific outputs in peer-reviewed journals and contribute to the dissemination of HTA findings.
- Support the strategic growth and strengthening of RRC activities in the area of health economics and undertake any other tasks assigned by RRC/DHR.

Eligibility criteria:

Essential:
- Post Graduate Degree including the integrated PG degrees in relevant subjects (Public Health, Health Economics, Health technology assessment, Biostatistics, Epidemiology, Community medicine, Pharmacy practice) + 3 years of experience in field of health economics post qualification degree or PhD in relevant field.

Desirable
- Ph.D. in a relevant field, preferably in Health Economics, Public Health, or related disciplines.
- Specialization in health costing, economic evaluation, and economic modeling.
- Proficiency in MS Office, Excel (including advanced functions and VBA), statistical/programming tools such as R and Python, TreeAge.
- Experience in Artificial Intelligence (AI) and Machine Learning (ML) methods, with experience applying these tools to data analysis, predictive modeling, and research projects.
- Research publications in Health Technology Assessment (HTA), Health Economics, or related fields.

Salary: Rs 67000 + HRA

Age limit: 40 years

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3. SCIENTIST C (MEDICAL/ NON-MEDICAL /RESEARCH OFFICER):

No of post: 1

Job responsibilities:
- Assist in the design, planning, and execution of HTA projects, including systematic reviews, meta-analyses, and data synthesis.
- Collect, validate, and analyze clinical, epidemiological, and costing data relevant to HTA studies.
- Conduct literature reviews, evidence appraisal, and data extraction for decision-making in HTA.
- Support preparation of HTA study protocols, project documents, and ethics submissions.
- Contribute to drafting technical reports, research manuscripts, and policy briefs.
- Provide scientific and administrative support in coordinating proposals from States, Medical Colleges, and Institutions.
- Liaise with stakeholders, health departments, and institutions for clarifications and data requirements.
- Participate in organizing workshops, seminars, training programs, and stakeholder consultations.
- Assist senior scientists in monitoring project timelines, progress, and deliverables.
- Present findings in internal review meetings and contribute to dissemination through conferences and publications.
- Undertake any additional scientific, technical, or administrative responsibilities assigned by the RRC/DHR.

Eligibility criteria:

Medical	Non Medical
Essential: • MBBS/BVSc/BDS degree with 3 years' experience in relevant field. Or • MBBS/BVSc/BDS degree + PhD/MPH. Or • MBBS/BVSc/BDS degree + Post graduate degree. **Desirable:** • Doctorate (Ph.D.) in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university.	**Essential:** • Post Graduate Degree including the integrated PG degrees in relevant subjects (Public Health, Health Economics, Health technology assessment, Epidemiology, Biostatistics, Pharmaceutical sciences, biotechnology, biomedical engineering, Data Science or other related disciplines) with three years post qualification experience or PhD. **Desirable:** • Ph.D. degree in relevant subject from a recognized University with 2 years R&D/Teaching experience in the relevant subject. • Proficiency in MS Office, Excel

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- Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s). - Proficiency in MS Office, Excel (including advanced functions and VBA), statistical/programming tools such as R and Python, and decision-analytic software such as TreeAge. - Experience in Artificial Intelligence (AI) and Machine Learning (ML) methods, with experience applying these tools to data analysis, predictive modeling, and research projects.	(including advanced functions and VBA), statistical/programming tools such as R and Python, TreeAge. Experience in Artificial Intelligence (AI) and Machine Learning (ML) methods, with experience applying these tools to data analysis, predictive modeling, and research projects.

Salary: Rs 67000 + HRA

Age limit: 40 years

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4. NAME OF POST: ADMINISTRATIVE OFFICER:

No of post: 1

Job responsibilities:
- Oversee day-to-day administrative operations of the RRC, ensuring smooth functioning of office activities.
- Manage human resource functions, including staff records, leave, recruitment support, and contract management.
- Handle budgeting, accounts, financial reporting, and ensure compliance with government financial rules and institutional guidelines.
- Coordinate procurement of equipment, supplies, and services in line with organizational procedures.
- Maintain records of proposals, approvals, correspondence, and official communications with States, Institutions, and the Department of Health Research (DHR).
- Provide administrative support for organizing workshops, seminars, training programs, and stakeholder meetings.
- Assist senior scientists and project teams in timely submission of project-related documents, reports, and deliverables.
- Serve as the nodal point for communication and coordination between RRC staff, collaborating institutions, and external stakeholders.
- Ensure compliance with institutional policies, statutory requirements, and audit observations.
- Undertake any other administrative or managerial responsibilities assigned by the RRC/DHR.
- Other responsibilities as communicated by P.I. or designated authority by P.I.

Eligibility criteria:
- Bachelor's degree
- Minimum 03 years of experience post qualification under the Government Department/ Statutory or Autonomous bodies/Universities/ Public Sector undertaking in related field
- Having knowledge of MS Office, MS Word, MS Power Point and MS Excel.

Desirable:
- Masters in economics or related field

Salary: Rs 40000
Age limit: 40 years

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Application Form for Recruitment at Regional Resource Centre (RRC) – HTA

Post Applied For:
☐ Scientist D (RRC–HTA)
☐ Scientist C (Health Economist)
☐ Scientist C (Medical/Non-Medical/Research Officer)
☐ Administrative Officer

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 WhatsApp facility):	
Email id:	
Date of Birth: (DD/MM/YYYY)	
Marital status:(Tick)	Married/Unmarried
Nationality	Indian/Other 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/YYYY)	To (MM/YYYY)	Responsibilities	Organization/Institute	Position Held

4. Research/Project Experience:

- Publications (Relevant to HTA, Health Economics etc.):

    1. ………………………………………………………………………………………
    2. ………………………………………………………………………………………
    3. ……………………………………………………………………………………….

- Publications in other domains (apart from those mentioned above)
    - ………………………………………………………………………………………
    - ………………………………………………………………………………………
    - ……………………………………………………………………………………….
- Post-doctoral research/teaching experience (if any): _____

5. **Technical Skills (Tick as applicable)**

☐ Proficiency in Microsoft Word, Excel (advanced), VBA

☐ Statistical/Programming Tools (Python, R, STATA)

☐ Decision-analytic Software (TreeAge)

☐ AI/ML Methods for Data Analysis & Modelling

☐ Health Costing, Economic Evaluation, Economic Modelling

☐ Other skills (Please specify):

6. **Additional Information (if any)**

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

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

10.. Have you been declared unfit by medical/court for appointment in any Govt. service: Yes/No

If Yes, Mention the reason:_____

11. **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: _____

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

Health Technology Assessment in India (HTAIn) Resource Center AIIMS Guwahati
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: ……………………………………………………………….
Email: …………………………………………………………………..

Please note: Submission of the online form alone will not be considered.

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IMPORTANT DATES:

Last date of receipt of hard copy of application in AIIMS Guwahati: 20-10-2025 (5 PM)
Applications received after the deadline will not be accepted or entertained.
Date of Interview (Tentative date): Within 20 days after last date of receipt of hard copy of application. Details of advertisement will be notified in AIIMS Guwahati official website.
Venue of interview: Medical college building, AIIMS Guwahati. In case of any change in the date and venue of interview, 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/Online (A subsequent physical practical skill demonstration session may be conducted for the interview shortlisted candidates, if required, at the discretion of the Selection Committee.)

Notes:
1. Only short-listed candidates will be contacted for an interview.
2. 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/P.I. that he/she will be relieved immediately, if selected.
3. Applications received after the due date will not be considered.
4. The position is purely temporary. The tenure of all candidates selected for this project is co-terminus with the project duration. Upon completion of the project, the appointment will automatically end.
5. The Principal Investigator has the right to terminate the tenure with one-month notice and vice versa.
6. No TA/DA will be provided for attending the interview.
7. In case of any query, email it to phulensarma@aiimsguwahati.ac.in
8. Selected candidates must join within 14 days of the result announcement on the AIIMS Guwahati website. Failure to join within the stipulated time will result in the offer being extended to the next candidate on the waiting list.