

Department of Medical Genetics SGPGIMS Lucknow

Centre of Excellence

National Policy for Rare Disease 2021

Publication Notice

To,

Faculty In-charge (Research)

SGPGIMS Lucknow

Kindly publish/advertise a recruitment notice on the Institute website as well one English News paper(Times of India) and one Hindi News Paper (Amar Ujala) for recruitment of the post as per detail given.

Name of the Post :

Technical coordinator

No. Of Post :

One

Term of Employment:

One year (extendable as per requirement)

Age Limit :

Up to 45 years (as on Closing Date of Application)

Essential Qualifications:

Maste in Public Health/Community

Medicine/Health Management/Hospital

Management/Public Health Informatics/& related
Subjects

OR

MSW or equivalent from a recognised University.

5 Years experience working in public health Sector.

Familiarity with Public Health System (Rare
Diseases) & Govt. Health Schemes.

Remuneration :

60,000.00-Rs 90,000.00 Per Month (Starting with
60,000 consolidated) with annual increment of up
to 5 % in line with the NHSRC/NHM guidelines for
HR.

Key points :

According to attached sheet.

Interested candidates may send their CV and required copies of documents/certificates (DOB, Academic Qualification , Professional Qualification , Experience Certificate etc.) on or before 30.11.2026 by 5 :00 PM through Speed Post to "Dr Kausik Mandal Professor & Head /Nodal Officer Centre of Excellence Dept. of Medical Genetics SGPGIMS Raebareli Road Lucknow 226014 (India)" and on email "sgpgicoe@gmail .com" .

Only shortlisted candidates will be intimated through email/phone no for a written examination /personnel interview in the department of Medical Genetics SGPGIMS. No TA/ DA will be admissible for attending the interview. The Nodal Officer COE reserve the right of any amendment , cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

Note: For News paper publication advertise only the following information

Name of the Post :	Technical coordinator
No. Of Post :	One
Term of Employment:	One year (extendable as per requirement)
Age Limit :	Up to 45 years (as on Closing Date of Application)
Essential Qualifications:	Master's in Public Health/Community Medicine/Health Management/Hospital Management/Public Health Informatics/and related Subjects

OR

MSW or equivalent from a recognised University
with 5 Years experience working in public health
Sector.

Familiarity with Public Health System (Rare
Diseases) & Govt. Health Schemes.

Remuneration :	60,000.00-Rs 90,000.00 Per Month (Starting with 60,000 consolidated) with annual increment of up to 5 % in line with the NHSRC/NHM guidelines for HR.
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For detail please see the Institute Web Site.

Date :16.10.2026

Copy to CMS
-HOD BHT


Dr Kausik Mandal
Nodal Officer COE

Dr. Kaustk Mandal
Professor & Head
Deptt. of Medical Genetics
Sanjay Gandhi Post Graduate
Institute of Medical Sciences
Lucknow-226014, INDIA

General Guidelines for Hiring Technical Coordinator (1) at Centres of Excellence (CoEs) for Rare Diseases

Location:	Centre of Excellence for Rare Diseases
Type of Engagement:	Contractual
Term of Employment:	1 year (extendable, as per the requirement of the CoE)
Reporting to:	Nodal Officer, CoE for Rare Diseases
Age Limit:	Up to 45 years (as on the closing date of application)

Essential Qualifications:

- Master's in Public Health / Community Medicine / Health Management / Hospital Management / Public Health Informatics and related subjects OR MSW or equivalent from a recognized university with at least 5 years' experience of working in the Public Health Sector.
- Familiarity with Public Health Systems (Rare Diseases) and Government Health Schemes.

Key responsibilities:

- Act as a focal point for Rare Diseases Clinic at the CoEs.
- Provide technical and strategic support for planning, coordination, and implementation of rare disease-related activities.
- Coordinate with clinical departments for diagnosis, investigations, and formulation of treatment plans.
- Facilitate documentation, application review, and approval processes for patient support.
- Liaise with MoHFW, State Governments, and other stakeholders for fund disbursement and compliance.
- Coordinating with the spokes in matters of proposal for equipment & consumables procurement, demand for funds, submission of Utilization Certificates, etc.
- Track drug procurement and ensure timely availability and logistics for therapy.
- Guide and monitor ABHA ID generation and digital health record maintenance.
- Ensure timely and accurate data reporting and analytics for MoHFW and internal reviews.

- Organize capacity-building sessions, trainings, and awareness programs at the CoE.
- Develop and disseminate IEC materials and media content for public and stakeholder awareness.
- Support development of treatment guidelines, SOPs, and other technical documentation.
- Manage patient data and regularly update the Rare Disease Registry and associated digital platforms.
- Assist in preparation of reports, summaries, and digital dashboards.
- Maintain proper patient records in both digital and physical formats, ensuring confidentiality.
- Provide counseling, guidance, and continuous support to rare disease patients and their caregivers.

Remuneration:

₹60,000-₹90,000 per month (Starting with ₹60,000 consolidated) with annual increment of up to 5%, in line with the NHSRC/NHM guidelines for HR.

Note: The guidelines serve as a reference framework to assist Centres of Excellence (CoEs) in defining roles, qualifications, responsibilities, and general terms of engagement for the positions of Technical Coordinator. The recruitment, appointment, and day-to-day management of this contractual position, including the selection process, job description, service terms, performance management, and decisions on extension or termination, will be decided by the respective CoEs, in accordance with the relevant rules/guidelines. The initial engagement is for one year, extendable as per CoE norms.