



GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22

TERMS OF REFERENCE FOR IT TECHNICAL EXPERT (IT-TE)

A) BACKGROUND AND OBJECTIVES OF THE PROJECT:

The Directorate of Medical Education, Assam was established in 1984 under the Health & Family Welfare Department, Government of Assam. The Directorate plays a key role in overseeing medical and health professional education and training in the state.

In alignment with its goals to strengthen health education, an MOU between the Novo Nordisk Foundation (NNF) and the Srimanta Sankaradeva University of Health Sciences (SSUHS), was signed on August 12, 2024. This MOU establishes collaboration to build institutional capacity for the education of health professionals, with a focus on addressing cardio-metabolic diseases.

This MOU will enable quality enhancement and innovation in the education of health professionals in the Regional College of Nursing (Guwahati) under the Partnership for Education of Health Professionals (PEP) programme. The Project Implementation Unit (PIU) is headed by the Principal, Regional College of Nursing.

The Regional College of Nursing (RCN), a pioneering public nursing institution in the North-Eastern Region (NER) of India has been identified as the site for establishing a Centre of Excellence in nursing education (CoEN) as part of state-wide reforms by the Government of Assam supported through a World Bank funded Project called Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST) under AHIDMS, MERD to the Govt. of Assam. The proposed project focuses on institutional capacity development that will empower RCN as part of the CoEN to become a mentor institution to establish upcoming nursing educational institutions in Assam.

In the long-term, it will lead to:

- Improved nursing education in the state of Assam, to support cardio-metabolic diseases (CMD) prevention and care focused on vulnerable people in the state and the larger Northeastern region.
- Improved opportunities for female health professionals

With this background, the project intends to hire a **IT Technical Expert** as a contractual member of the Project Implementation Unit (PIU). The detailed scope of work is defined below.

B) OBJECTIVE (S) OF THE ASSIGNMENT:

The IT Technical expert will be responsible for overseeing the daily operations of the Digital library/e-library/Production studio to ensure effective management of equipment and supporting Project staff with their digital and technical needs to achieve the desired outcomes.

C) SCOPE OF WORK:

The Scope of Work for an IT Technical Expert in this project outlines specific technical responsibilities to ensure successful implementation of IT systems, infrastructure, or software solutions that support activities and deliverables of the project.

D) JOB RESPONSIBILITIES:

- Assist the faculty and project team in production of online and blended courses and academic modules as part of accomplishment of the project activities.
- Support in mapping out gaps in infrastructure and subsequent management of the Production studio.
- Selecting appropriate projectors/camera, screens, audio equipment for establishing digitized infrastructure.
- Assist the project team in troubleshooting any technical glitches during teaching activities that support online and blended pedagogy.
- Seek out new development opportunities and actively tracking trends in the online blended learning domain in terms of players, technologies, tools and products.
- Work with the project team to assist them for participating in online webinars conducted by various PEP partners/other partner agencies
- Stay up-to-date trends, techniques, and software to recommend improvements to the digitization process for further scaling up of project
- Maintenance of digital equipment and updating software when required.
- Regularly reporting to higher authorities (Project Manager/Principal RCN etc) in case of technical discrepancies and maintaining finances for digital troubleshooting.
- Any other tasks assigned by the Project Manager/Principal RCN and Supervisors.

E) QUALIFICATION:

- The candidate must hold a **M.Sc. IT/ MCA /M.Sc. C.S.** from a government-recognized university or institution of India.

F) AGE: The maximum age limit for the candidate is 45 years as of 1st April 2025.

G) EXPERIENCE:

- Minimum 5 years of relevant experience in a government recognized university or institution.
- Experience in Managing hi-tech digital equipment shall be an added advantage.

H) SALARY AND SERVICE TERMS IN BRIEF:

- a) Consolidated Pay in the range of **Rs. 40,000/- (Rupees Forty Thousand) to Rs. 60,000/- (Rupees Sixty Thousand)** per month. The selected candidate will be offered **30%** enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 40,000/-** per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 60,000/-** per month, the highest pay range i.e. **Rs. 60,000/-** per month will be offered.
- b) **Reporting and performance review:** Engagement of the **IT Technical Expert** will be on a full-time basis. The **IT Technical Expert** will report to the Principal, Regional College of Nursing. The incumbent shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment, during the contract period.
- c) **Contract Term:** The assignment shall be on purely contractual basis. The tenure of contract is intended for entire duration of the project and shall be co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.
- d) **Leave:** The provisions of leave shall be as per the approved leave Policy of Directorate of Medical Education.
- e) **Facilities to be provided:** The **IT Technical Expert** will be provided with access to all the available documents, correspondence and any other information associated with the project. No clerical assistance or other facilities will be provided.

The DME, Assam reserves the right to cancel the recruitment process or modify the required qualification/experience/ number of the positions at any stage without assigning any reasons thereof.