GOVERNMENT OF ASSAM

OFFICE OF THE PRINCIPAL :: ASSAM MEDICAL COLLEGE

DIBRUGARH – 786 002

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No. 2026/AMC/ 13317 Date: 30/10/2026

WALK-IN INTERVIEW

A Walk-in Interview will be conducted at the **Department of Medicine , Assam Medical College & Hospital, Dibrugarh** for the selection and recruitment of a **Technical Coordinator (1 Post)** on a purely contractual basis under the **Centre of Excellence (CoE) for Rare Diseases**, AMCH, Dibrugarh.

Interested and eligible candidates possessing the requisite qualifications and experience are invited to appear for the Walk-in Interview as per the details mentioned below:

Name of Position:	Technical Coordinator
No. of Posts:	01 (One)
Location	Department of Medicine , Assam Medical College & Hospital, Dibrugarh
Tenure / Term of Employment:	01 (One) Year (Contractual, extendable based on performance and CoE requirements/norms)
Reporting Authority:	Nodal Officer, CoE for Rare Diseases, AMCH, Dibrugarh
Age Limit:	Up to 45 years (as on the closing date/interview date)
Remuneration:	₹60,000/- per month (Consolidated starting salary) with an annual increment of up to 5%, in alignment with NHSRC/NHM HR guidelines
Essential Qualification	Master's Degree in Public Health (MPH) / Community Medicine / Health Management / Hospital Management / Public Health Informatics or related subjects **OR** Master of Social Work (MSW) / equivalent from a recognized University/Institution.
Desirable Experience	Desirable of **5 years' relevant experience** working in the Public Health Sector. i. Strong familiarity with Public Health Systems, Rare Diseases frameworks, and Government Health Schemes. ii. Proficiency in working with digital health platforms, ABHA ID generation, and data analytics/dashboards

. Walk-In Interview Schedule & Venue

- **Date of Interview:** *14th November 2026*
- **Interview Start Time:** 11.00 A. M onwards
- **Venue:** Department of Medicine, Assam Medical College & Hospital, Dibrugarh - 786002, Assam.

Key Roles & Responsibilities

- Act as a focal point for Rare Disease Clinic as 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 process 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 and 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 interval reviews.
- Organize capacity- building sessions, trainings and awareness program 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 counselling , guidance, and continuous support to rare disease patients and their caregivers.

Principal
Assam Medical College
Dibrugarh