

**Sarojini Naidu Medical College and Hospital Agra (U.P)**

**Request for Advertisement for the Post of Course Coordinator at NELS Skill Center**

S.No	Name of post	Vacancy	Essential qualification	Age	Monthly salary
1	Course Coordinator	01	<p>The hiring process for the Course Coordinator shall be undertaken by the concerned medical college.</p> <p>1 Minimum Educational Qualification: Graduate in a health or allied field; B.sc/GNM Nursing preferred.</p> <p>2 . Preferable: Experience in conducting training workshops for medical personnel on life support skills (BLS/ALS) under any National/State health programme.</p> <p>Preferable: Experience in maintenance and upkeep of training premises, equipment, and consumables related to life support training under any</p>		Rs 40,000/

			<p>National/State health programme.</p> <p>Job Description</p> <p>1 Planning and implementation of NELS trainings (including training calendars, logistics, and other arrangements) at the Skill Centre, under the guidance of the designated NELS Nodal Officer.</p> <p>2 Regular inventory management and upkeep of equipment, consumables, etc., at the NELS Skill Center.</p> <p>3 Collection, verification, and disbursement of bills or other approved claims by trainees, under the guidance of the NELS Nodal Officer.</p> <p>4 Preparation and submission on draft quarterly progress reports (physical and financial) to the NELS Nodal Officer.</p> <p>5. Any other Skill Center-related tasks as directed by the</p>		
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			NELS Nodal Officer.		
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**Terms and conditions:**

1. The above posts will be filled purely on temporary basis subjects to yearly renewal co-terminus with project and the candidate will have No right toclaim for permanent employment under NCDIR/NCRP/ICMR /NELS or for continuation of his/her services in any other project.
2. No benefit of Provident fund, Leave Travel concession, medical claim, any other fringe benefits . will be considered, since posts are purely on temporary basis.
3. No TA/DA will be paid for attending the interview.
4. There is no provision for providing govt. accommodation inside or outside the campus.
5. Employment would be subject to yearly renewal after assessment and can be terminated after giving one-month prior notice.
6. Leaves will be as per rules and regulations permitted by S.N.M.C, Agra for contractual positions.

**Note:** The following documents are necessary to attach with the application.

1. Attested photocopies of all relevant documents by gazette officer
2. Original copies of relevant documents.
3. Two-character certificates attested by gazette officer/jan pratinidhi.
4. A self-addressed envelopesuffixed (speed post/registered postal stamp)



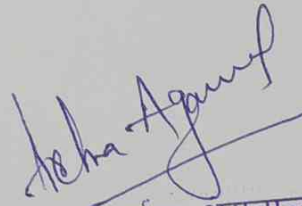
सरोजनी नायडु मेडिकल कालेज एवं चिकित्सालय, आगरा

No: NELS/2025-26/०४

DATE: 31.05.2025

प्रत्यक्ष - साक्षात्कार

स0ना0 मेडिकल कालेज एवं चिकित्सालय, आगरा के NELS COURSE  
COORDINATOR के पद पर प्रत्यक्ष साक्षात्कार दिनांक     /     /     को  
आमंत्रित किये जाते हैं। अधिक जानकारी हेतु कृप्या उक्त कालेज की वेबसाइट पर  
देखे - [www.snmcagra.ac.in](http://www.snmcagra.ac.in)



डॉ० अर्चना अग्रवाल  
प्रभारी अधिकारी  
NELS (स्किल सेन्टर)  
एस0 एन0 मेडिकल कालेज, आगरा