



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT220/2025**

**Job Title**

Sr. Project Technical Assistant

**Job Reference Number**

50768398

**Application End Date**

28.07.2025

**Type of Employment**

Proj. Staff Contract

**No. of Position(s)**

3

**IITB Project Recruitment:**

Project title: Support and Development of ERP System

About the project: Support and Development of ERP System

**Essential Qualifications & Experience:**

Degree in Medicine (MBBS) / Bachelor of Dental Surgery (BDS) / Bachelor of Homeopathic Medicine and Surgery (BHMS) / Bachelor of Ayurvedic Medicine and Surgery (BAMS)

OR

Pharmacy (B. Pharm), Life Sciences, or a related healthcare field

OR

Nursing (B.Sc. Nursing), Life Sciences, or a related healthcare field with 2 years relevant experience

Candidate needs to have relevant certification in medical transcription, medical documentation, or health information management

Experience:

1. Candidate should have minimum 1 year experience in medical transcription
2. (Desirable) 1 year experience in operating a HMIS in a hospital environment

Required Skills:

1. Ability to read and interpret various handwriting styles in medical contexts.
2. Basic understanding of medical terminology, anatomy, and pharmacology.
3. Knowledge of computer applications
4. Strong typing and data entry skills with a focus on accuracy.
5. Hands-on experience with Hospital Management Information Systems or Electronic Health Records platforms.
6. Excellent attention to detail and ability to identify relevant information quickly.
7. Good written and verbal communication skills.

**Attributes:**

1. Eager to learn and adapt in a dynamic healthcare environment.
2. Ability to maintain professionalism and confidentiality while handling sensitive patient information.
3. Strong organizational and time-management skills.

Work Hours: 8 hours on all working days. Start time may be as per OPD timings. May be asked to come on Weekends and Holidays, as per the situation.

An appropriate compensation will be granted against these overtime days.

***Job Profile:***

We are seeking candidates for a one-year appointment as Senior Project Technical Assistant at IIT Bombay Hospital.

The ideal candidate will have a clinical background and join as a clinical technical assistant responsible for supporting the functions of the Hospital Management Information System (HMIS) and digitally transcribing the handwritten medical reports, case histories, and prescriptions of the patients. This role involves entering doctors' notes, medical records, and other clinical data into the system (during the doctor-patient interaction), ensuring the smooth and seamless operations of the HMIS functions to support effective healthcare delivery, and simultaneously transcribing the handwritten medical notes.

- Accurate digitization of patient information, doctors' notes, diagnoses, prescriptions, and treatment details.
- Responsible for accurately reviewing and interpreting handwritten medical documents, summarizing key information, and entering it into electronic health records while ensuring data accuracy.
- Ensure real-time and error-free data input to maintain updated medical records.
- Maintain, update, and retrieve electronic health records in accordance with institutional guidelines.
- Ensure confidentiality and compliance with data protection standards.
- Record clinical observations, test results, and other essential data during consultations or procedures.
- Monitor HMIS functionality and promptly report technical issues or discrepancies to the IT support team.
- Collaborate with doctors, nurses, administrative staff, and lab personnel for User training and system support of the HMIS.
- Provide basic guidance and assistance to new users on HMIS operations.

***Pay Details:***

Level PR-A3 : Salary range (35400 - 112400) per month + other allowances as applicable.

***General information:***

The position is temporary for a period of 1 year and tenable only for the duration of the project. The appointment is for time bound project and the candidate is required to work mainly for the successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Candidates called for interview will be required to attend at his/ her own expenses.

For any queries/clarification please contact: [recruit@ircc.iitb.ac.in](mailto:recruit@ircc.iitb.ac.in)