



icmr | **NIRT**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE FOR
RESEARCH IN TUBERCULOSIS



आई सी एम आर – राष्ट्रीय यक्ष्मा अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute for Research in Tuberculosis
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. NIRT/PROJ/RECTT/2020-21

Dt: 11.09.2020

WALK IN WRITTEN TEST

The following posts are to be filled purely on temporary basis from willing eligible candidates under the project “**National survey for state-wise prevalence of microbiologically confirmed pulmonary tuberculosis in India**” implemented by this institute as detailed there on.

Name of the post	Section Officer (Administration)
Place of posting	Chennai
Number of post	1 No (UR -1)
Age limit	Not exceeding 30 years.
Emoluments	Consolidated salary Rs.32,000/- p m
Essential qualification	Graduate in any discipline with 5 years' experience of administration/finance and accounts work.
Desirable Qualification	Bachelor's Degree in Science /Arts subject from a recognized University with MBA(HR) and at least 5 years of experience after graduation in managing administrative and accounts related work from a reputed Institution. Good knowledge of English language, communication skill and computers specially MS office (word, power point, Excel).Knowledge in goods & procurement rules including GFR.
Nature of Duties	Management of human resources policies and procedures. Responsible for successful and timely completion of human resource related work. To conduct HR research, track and analyse metrics and suggest insight to improve decision making. Advise HR personnel regarding recurring issues and problems Help HR professionals in recruiting, training and management of employees. Create and design plans for applying new techniques for deriving change in HR processes. Any other work assigned by the Principal Investigator of the project time to time.
Duration	Initially for a period of 6 Months which may be extended as per the requirement of the project
Written test Details	The date of written test will be intimated to the eligible/shortlisted candidates by e-mail.

Name of the post	Section Officer (Accounts)
Place of posting	Chennai
Number of posts	1 No (OBC -1)
Age limit	Not exceeding 30 years.
Emoluments	Consolidated salary Rs.32,000/- p m
Essential qualification	Graduate in any discipline with 5 years' experience of administration/finance and accounts work.
Desirable Qualification	MBA / PG Diploma in finance. Experience of administrative / account work in govt / PSU. Computer proficiency in packages like MS Word, Excel, power point, Outlook, Email operation etc. Knowledge of dealing with files, Noting, Letter drafting etc. Bachelor's Degree in Science/Arts subject from a recognized University with MBA (Finance) and at least 5 years of experience after graduation in managing administrative & accounts work from a reputed Institution.
Nature of Duties	Look after all the accounts related matters in respect of above projects. Upto date maintenance of accounts records. Passing and settling of bills and contingencies. Preparing timely financial reports and Statement of expenditure and also Utilization certificate. Coordination of administrative work related to multiple project activities and coordination at all sites of NTBPS study. Any other work assigned by the Principal Investigator of the project time to time.
Duration	Initially for a period of 6 Months which may be extended as per the requirement of the project
Written test Details	The date of written test will be intimated to the eligible/shortlisted candidates by e-mail.

Name of the post	Project Technical Officer (Bio- Statistics)
Place of posting	Chennai
Number of posts	1 (One); SC-1
Age limit	Not exceeding 30 years.
Emoluments	Consolidated salary Rs.32,000/- p m
Essential qualification	Graduate in Statistics/Applied Statistics/ Bio – Statistics from a recognized University with 5 Years work experience from recognized Institutions. (OR) Master's degree in Statistics/ Applied Statistics /Bio-Statistics from recognized University
Desirable Qualification	Ph.D. in Bio-Statistics / Applied Bio-Statistics from a recognized University. 2 years' experience in TB research with data analysis techniques using SPSS, STATA. Doctorate in Statistics/ Bio- Statistics from a recognized University. Additional Post – doctoral research/ teaching experience in Statistics/ Bio-Statistics in recognized institute(s). Knowledge of Computer Applications or Business Intelligence tools/ Data Management. Knowledge and working experience in GIS. Working experience in server based data management.
Job specifications / responsibilities	Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals. Involve in monitoring the daily work reports generated. Perform data cleaning and management of the data being generated from National TB Prevalence Survey. Work with Statistical packages like STATA, SPSS for data analysis. Assist the PMU/ Survey coordinator in finalizing the reports Coordinate and manage the data from various streams like field, lab, x-ray and monitoring. Undertake supervisory visits for monitoring the data quality in the cluster site. Any other job as assigned by PI
Duration	Initially for a period of 6 Months which may be extended as per the requirement of the project
Written test Details	The date of written test will be intimated to the eligible/shortlisted candidates by e-mail.

INSTRUCTIONS TO THE CANDIDATES:

1. Candidate may submit the duly filled in application in google form format which is available in the link <https://forms.gle/B5JMzvJhfcXnw2fx8> . Incomplete application forms will be rejected. The last date of receipt of applications is **17.09.2020** by **5.30 p.m.**
2. Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects) and Ex-Servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.
3. All posts are Contractual for the duration offered. The engagement may be renewed after every specific period of time subject to satisfactory performance and project requirement.
4. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
5. The Director, ICMR-NIRT reserves the right to increase or decrease the number of posts or cancel the recruitment or re-advertise the posts, without assigning any reasons thereof, no further correspondence will be entertained in this regard.
6. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
7. Date of written test may be changed due to administrative reasons, hence, candidates are advised to check website before appearing for written test.

The Director/Selection Committee has the right to accept / reject any application without assigning any reason thereof.

Canvassing and bringing pressure in any form for shortlisting, interview and employment will be a disqualification and barred from selection process.

thia
15/9/2020

SENIOR ADMINISTRATIVE OFFICER

Senior Administrative Officer
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