



No. NIRT/PROJ/RECTT/2023-24

Dt: 19.02.2024

The following posts are to be filled purely on temporary basis from willing eligible candidates for the below mentioned projects implemented by this institute as detailed thereon.

**VENUE: ICMR-NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS,
NO.1, MAYOR SATHYMOORTHY ROAD, CHETPET, CHENNAI: 600031.**

DATES OF WALK IN WRITTEN TEST/INTERVIEW/SKILL TEST: 01.03.2024

1.	Name of the Post	Senior Project Assistant (UDC)
	Name of the Project	Strengthening the Monitoring of TB Elimination in India -District Level Sentinel Survey (DLSS) & District Level Annual Survey (DLAS)
	Place of posting	Chennai
	Number of posts	1 Post (OBC)
	Essential qualification	12 th pass or equivalent from a recognized board with 5 years' experience of administrative work. OR Graduate in any discipline with 2 years' experience of administration work. AND A speed test of not less than 8000 key depressions per hour (kdph) on computer.
	Nature of Duties	<ul style="list-style-type: none">• Get trained in Protocol as well as SOPs and training manuals.• Maintain books of accounts for survey expenditure.• Assist PMU in preparing file noting for seeking approvals for expenditure of PMU and surveys teams.• Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters.• Ensure regular, timely report of expenditure for each field activity.• Undertake supervisory visits for internal review of expenditure by survey teams.• To maintain entries in MS-office skills: Word, Excel, Powerpoint, Google documents: Google sheets, Google forms.• Any other job as assigned by PI.• Candidate should be able to speak in Regional/local language.
	Age limit	Not exceeding 28 years.
	Emoluments	Consolidated salary Rs.17,000/- p.m <ul style="list-style-type: none">• Daily allowance for field work days as per ICMR rules.
	Duration	For a period of Four Months or Completion of the project, whichever is earlier. If required will be extended as per project needs
	Date of Walk-in written test/ interview/skill test	: 01.03.2024
	Reporting Time	: 09.00 A.M. to 10.00 A.M

INSTRUCTIONS TO THE CANDIDATES:

1. All the Candidates should fill the application form in the prescribed format which can be downloaded from the following websites www.nirt.res.in, www.icmr.nic.in. **Affix a color passport size photograph** on the application form. Attach self-attested copies of all credentials in support of **educational qualifications, age, caste/community, Aadhar Card**.
2. **For walk-in selection:** Candidates should bring the filled application along with photocopies of all the certificates to **ICMR-National Institute for Research in Tuberculosis, No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai - 600031** on the date and time mentioned above. **Original Certificates of all these credentials should also be carried for verification.**
3. **For Online application:** Candidates interested to submit the online application by clicking the link below:
<https://forms.gle/VJAe5PDUziFfkzyj6>
The last date for receiving online applications in email is **26.02.2024 up to 4.00 p.m.** Eligible/shortlisted candidates will be informed via email. Selection will be subjected to verification of original certificates which will be scheduled on a later date.
4. Mere fulfilling the essential qualification does not guarantee the selection.
5. For reserved category posts, candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a Medical board of Government hospital with not less than 40% disability.
6. 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 ICMR research projects will also be admissible for experienced and skilled persons.
7. Experience certificate should clearly state the nature of work during the period of employment.
8. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
9. All posts are Contractual for the duration offered. The engagement may be renewed after every specific period subject to satisfactory performance and project requirement.
10. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
11. TA/DA will not be paid by NIRT for attending the written test/ interview.
12. 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.
13. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
14. Date of Walk-in Interview/Online Interview may be changed due to administrative reasons; hence, candidates are advised to check website before appearing for walk-in interview/online interview.

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 short listing, interview and employment will be a disqualification and barred from selection process.

DIRECTOR