



No. NIE/PE/Advt/2019/007

Date: 30.07.2019

WALK-IN INTERVIEW / WRITTEN TEST

Candidates are invited to attend Walk-In Interview / Written Test between 9.00 AM to 10.00 AM for various project posts on contract basis **at ICMR-NIE, Chennai** on the dates mentioned against the post as detailed below (please refer website for changes if any in the date of interview)

Name of the post	Consultant-I
Number of posts	Two (2)
Date of Interview	13th August 2019
Name of the Project	Online course for post-graduate medical students and faculty: “Basic Course in Bio-medical Research”
Place of posting	ICMR-NIE, Chennai
Essential qualification	<i>MD (Community medicine/PSM) OR DNB (Epidemiology) OR Masters degree in Epidemiology or Public Health OR PhD (Epidemiology/Public Health) with 5 years of teaching/training/research experience</i>
Emoluments	Rs. 1,50,000/- per month (consolidated)
Age limit	70 years
Nature of Duties	<ul style="list-style-type: none">• Co-ordinate and manage the course;• Liaison with online course partner; nodal agencies and other stakeholders; run secretariat;• Assist core faculty in conducting the course• Work with core faculty for the training programmes of the Institute• Any other work assigned by PI/Superior Officer/Director
Duration	1 year (extendable based on performance and project extension)

Name of the post	Consultant-II
Number of posts	Four (4)
Date of Interview	13th August 2019
Name of the Project	Online course for post-graduate medical students and faculty: “Basic Course in Bio-medical Research”
Place of posting	ICMR-NIE, Chennai
Essential qualification	<i>MD (Community medicine/PSM) OR DNB (Epidemiology) OR Masters degree in Epidemiology or Public Health OR PhD (Epidemiology/Public Health) with 3 years of teaching/training/research experience</i>
Emoluments	Rs. 1,25,000/- per month (consolidated)
Age limit	70 years
Nature of Duties	<ul style="list-style-type: none"> • Facilitate between core faculty of the course and the student in the online forum to address queries and assignments for the course. • Assist core faculty in various training programmes of the institute. • Any other work assigned by PI/Superior Officer/Director
Duration	1 year (extendable based on performance and project extension)

Name of the post	Technical Assistant
Number of posts	One (1) (OBC)
Date of Interview	14th August 2019
Name of the Project	Online course for post-graduate medical students and faculty: “Basic Course in Bio-medical Research”
Place of posting	ICMR-NIE, Chennai
Essential qualification	Graduate in computer science/ information technology/ computer application with 3 years of experience OR Master degree in computer science/ Information technology/ computer application
Emoluments	Rs.31,000/- per month (consolidated)
Age limit	33 years (including 3 years age relaxation)
Nature of Duties	<ul style="list-style-type: none"> • Handle the technical part of the online course platform • Maintaining the release of course materials on time and assignment in coordination with the Course coordinator • Maintain course website • Manage course videos • Any other work assigned by PI/Superior Officer/Director
Duration	1 year (extendable based on performance and project extension)

Name of the post	Consultant (Medical)
Number of posts	Two (2)
Date of Walk Interview	16th August 2019
Name of the Project	“Model District for Public Health Preparedness, Surveillance and Response: Multi-Strategic Integrated Approach in Thiruvallur District, Tamil Nadu, India” – (India EIS South Training Program)
Posting at	ICMR-NIE, Chennai
Essential Qualification	Professional with MD (MD in Community Medicine /DNB-Community Medicine/MPH/MAE/EIS) from recognized university
Remarks	If Degree is not awarded - Candidate can produce completion certificate and transcripts from the recognized Institution.
Desirable Qualification and Experience	<ul style="list-style-type: none"> a) Preference will be given to the candidates having at least three-year public health research/public health implementation/teaching experience b) Additional Doctoral/Post-doctoral research/ teaching experience in above subjects in recognized institute(s). c) Knowledge of Computer Applications or Data Management. d) Working experience in Government sector/PSU or any reputed organization in management of research/programme activities e) Preference will be given to the candidates with teaching or field experience in field epidemiology.
Emoluments	Max. Rs. 100,000 /- depending upon experience and knowledge
Age Limit	70 Years
Nature of Duties	<ul style="list-style-type: none"> a) To provide support for planning, managing and implementation of EIS Training program, b) To Prepare training materials, organize various sessions c) To be involved in mentoring and field visits to assess the progress of EIS officers. d) To facilitate and support the EIS officers in doing various projects and assignments e) Any other work assigned by the PI/Co-PI/Superior officer/Director
Duration	One year (renewable for the project duration subject to performance and project requirement)

Name of the post	Consultant (Medical)
Date of Walk-in Interview	16th August 2019
Number of posts	1 (one)
Name of the Project	"India Hypertension Control Initiative"
Place of posting	ICMR-NIE Chennai
Essential Qualification	Professional with MD (MD in Community Medicine /DNB-Community Medicine/MPH/MAE/EIS) from recognized university
Remarks	If Degree is not awarded - Candidate can produce completion certificate and transcripts from the recognized Institution.
Desirable Qualification and Experience	Preference will be given to the candidates having at least three-year public health research/public health implementation/teaching experience. Additional Doctoral/Post-doctoral research/ teaching experience in above subjects in recognized institute(s). Knowledge of Computer Applications or Data Management. Working experience in Government sector/PSU or any reputed organization in management of research/programme activities. Preference will be given to the candidates with teaching or field experience in field epidemiology.
Emoluments	Max. Rs. 1,00,000/- depending upon experience and knowledge
Age	70 years
Nature of Duties	Coordinate with district level/ state level officials in the implementation of the project Field visits for supervision to various states in India Prepare technical reports on status of the program implementation Conduct meetings/workshops/training programs Any other work assigned by the PI/Co-PI / Superior officer / Director
Duration	1 year (Renewable for the project duration subject to performance and project requirement)

Name of the post	Administrative Assistant
Number of posts	One (1) (OBC)
Date of Walk in Interview	14th August 2019
Name of the Project	Online course for post-graduate medical students and faculty: “Basic Course in Bio-medical Research”
Place of posting	ICMR-NIE, Chennai
Essential qualification	Graduate in any discipline with five years of experience in administration/finance and accounts work
Desirable qualification	a. Experience in working with computer applications b. Experience in human resource and logistics management/bills and accounts/stores management/secretarial work c. Processing of claims & fund management
Emoluments	Rs.32,000/- per month (consolidated)
Age limit	33 years (including 3 years age relaxation)
Nature of Duties	Handle the administrative correspondences, documentation and accounting related to the course. Any other work assigned by PI/Superior Officer/Director.
Duration	1 year (extendable based on performance and project extension)

Name of the post	Scientist- C (Non-Medical) (Data Analyst)
Date of Walk-in Interview	29th August 2019
Number of posts	2 (Two)
Name of the Project	“India Hypertension Control Initiative”
Place of posting	ICMR-NIE, Chennai
Essential Qualification	<p>1st Class Master’s degree in MPH/ Masters in Epidemiology/ Statistics/ Biostatistics/Computer application/ Data science/Data analytics from a recognized institution/university with 4 years experience in relevant field</p> <p>OR</p> <p>2nd Class Master’s degree in MPH/ Masters in Epidemiology/ Statistics/ Biostatistics/Computer application/ Data science/Data analytics + PhD degree in relevant subjects from a recognized university with 4 years experience in relevant field.</p>
Desirable Qualification and Experience	<p>Experience in data management and analysis</p> <p>Experience in ODK or similar data collection tools</p> <p>Experience in doing data collection/data management in public health projects</p> <p>Experience in developing dash board for key monitoring indicators</p> <p>Knowledge of statistical softwares</p>
Emoluments	Rs.57,660/- per month (consolidated pay)
Age	40 years

Nature of Duties	<p>Work with IT experts to develop and deploy IT applications for the project</p> <p>Maintain project database</p> <p>Expertise in developing data collection forms in ODK or other similar applications</p> <p>Trouble shoot data collection issues</p> <p>Assist the PI in developing tools for data analysis</p> <p>Analyse project data and prepare reports</p> <p>Perform any other work assigned by the PI/Co-PI/Superior officer / Director</p>
Duration	7 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Technical Assistant
Date of Walk-in Interview	30th August 2019
Number of post	02 (two) (UR)
Name of the Project	“India Hypertension Control Initiative”
Place of posting	ICMR-NIE, Chennai
Essential Qualification	Graduate degree in Sociology/Social Work/Statistics/Biostatistics from a recognized university with three years work experience in public health project/ health care management from a recognized institution OR Master’s degree Sociology/Social Work/Statistics/Biostatistics
Desirable Qualification	Working experience in health facility/ field data collection Knowledge of computer applications Ability to read, write and speak English
Age Limit	30 Years
Emoluments	Rs. 31,000/- per month
Nature of Duties	Assist PI in Project Management Coordinate with staff in field sites Any other work assigned by the PI/Co-PI/Superior officer/ Director
Duration	7 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Personal Assistant (Admin)
Number of posts	02 (Two) (UR-1, SC-1)
Date of Walk in Interview	4th September 2019
Name of the Project	“India Hypertension Control Initiative”
Place of posting	ICMR-NIE, Chennai
Essential Qualification and Experience	Graduate in any discipline with 5 years experience in administration / finance and accounts work
Emoluments	Rs.32000/- per month (consolidated)
Age limit	UR-30 years SC-35 years (including 5 years age relaxation)
Nature of Duties	a. Preparation of budget and utilization statements for the project a. Preparation of pay bills b. Processing of TA claims c. Maintenance of receipts and payments of the project d. Draft official correspondence etc. Any other work assigned by the PI/Co-PI/Superior officer
Duration	7 months (extendable based on performance and project extension)

Name of the post	Upper Division Clerk (UDC)
Number of posts	02 (SC-01, OBC-01)
Date of Interview	5th September 2019
Name of the Project	“India Hypertension Control Initiative”
Place of posting	ICMR-NIE, Chennai
Essential Qualification	12th pass or equivalent from a recognized board with 5 years experience of administrative work OR Graduate in any discipline with 2 years experience of administrative work AND A typing speed test of not less than 8000 key depressions per hour (KDPH) in English on computer
Emoluments	Rs. 17,000/- per month.
Age Limit	OBC - 31 years (including 3 years age relaxation) SC – 33 years (including 5 years age relaxation)
Nature of Duties	e. Preparation of pay bills f. Processing of TA claims, Contingent Advance, etc., g. Maintenance of receipts and payments of the project h. Maintenance of project files i. Any other work assigned by the PI/Co-PI/superior officer
Duration	12 months (Extendable based on performance and project extension)

Instructions to the candidates:

1. Bring the filled in application with one set of photocopy of qualification and experience and other testimonials.
2. Candidate should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for written test / Interview will not be considered.
3. 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 ICMR research projects will also be admissible for experienced and skilled persons.

4. Experience certificate should clearly state the nature of work during the period of employment.
5. No- Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
6. All posts are Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
7. The incumbents selected will have no claim for regular appointments under NIE/ICMR or continuation of his/her services in any other project.
8. TA/DA will not be paid by NIE for attending the written test/ interview.
9. The Director, ICMR-NIE 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.
10. Any further information may be downloaded from ICMR-NIE website which will be updated from time to time.
11. **Date of Walk-in Interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing Walk-in 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