



ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY
Department of Health Research, Ministry of Health
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No. NIE/PE/Advt/2019/011

Date: 20.09.2019

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 www.nie.gov.in for changes if any in the date of interview)

Name of the post	Project Scientist- B (Non-Medical)
Date of Walk-in Interview	04.10.2019
Number of posts	02 (Two) (Post No:1 - SC – 01; Post No:2 - EWS/General – 01)
Name of the Project	Online Data Management System for Behavioural Surveillance Survey Lite
Place of posting	ICMR-NIE, Chennai
Essential Qualification (Post No:1)	<p>i. 1st class Master's Degree in Computer Application / Computer Science / IT</p> <p>(OR)</p> <p>1st class B.E. / B.Tech in Computer Application / Computer Science / IT</p> <p>ii. Two years' experience in developing online data management tools</p> <p>Note: Ph.D. is considered as equivalent to 3 years' experience.</p>
Essential Qualification (Post No: 2)	<p>i. 1st class Master's Degree in Microbiology / Bio-Technology</p> <p>(OR)</p> <p>1st class B.Tech in Biotechnology</p> <p>ii. 2 years' experience in relevant field</p> <p>Note: Ph.D. is considered as equivalent to 3 years' experience.</p>

Desirable Qualification and Experience	<ul style="list-style-type: none"> • Knowledge of data handling, analysis and interpretation, report writing • Knowledge of Computer Application • Use of Statistical packages in handling large volume of Health Data
Emoluments	Rs.48,000/- + HRA
Age	EWS/General - 35 years SC – 40 years (including 5 years of age relaxation)
Nature of Duties (Post No:1)	<ul style="list-style-type: none"> • Handling large volume of dataset • Knowledge in ODK • PHP applications • JAVA • SQL
Nature of Duties (Post No:2)	<ul style="list-style-type: none"> • Visiting to laboratories • Developing technical reports
Duration	3 months

Name of the post	Project Upper Division Clerk (UDC)
Number of posts	02 (SC-01, OBC-01)
Date of Interview	09.10.2019
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	<ol style="list-style-type: none"> a. Preparation of pay bills b. Processing of TA claims, Contingent Advance, etc., c. Maintenance of receipts and payments of the project d. Maintenance of project files e. Any other work assigned by the PI/Co-PI/superior officer
Duration	12 months (Extendable based on performance and project extension)

Name of the post	Project Technical Officer (Social Work)
Date of Interview	10.10.2019
Number of post	01 (One) (UR)
Name of the Project	Establishing a network of population based influenza surveillance platforms for elderly persons in India
Place of posting	ICMR – NIE, Chennai
Essential Qualification	Graduate in Social Sciences/ Social Work from a recognized university with 5 years working experience from a recognized institution. OR Masters degree in Social Sciences/ Social Work
Desirable Qualification and Experience	a) MSW from a recognized university/ institute b) Experience in conducting interviews in field based health research projects c) Experience in conducting verbal autopsy d) Experience of working as part of a research project team e) Proficient to write, speak and read in Tamil f) Experience should be supported by experience certificates/ testimonials/ publications etc. from public sector/ private medical research institutes/ universities.
Emoluments	Rs.32000/- per Month
Age Limit	UR – 30 years
Nature of Duties	a) Collect baseline demographic information b) Collect baseline healthcare utilization information c) Collect anthropometric values d) Carry out verbal autopsy e) Documentation and maintenance of all project records f) Perform any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	6 months (Renewable for the project duration subject to performance and project requirement)

Name of the post	Project Personal Assistant
Number of posts	1 (one) (UR)
Date of Interview	11.10.2019
Name of the Project	Establishing a network of population based influenza surveillance platforms for elderly persons in India
Place of posting	ICMR-NIE, Chennai
Essential Qualification	Graduate in any discipline with 5 years' experience of administration / finance and accounts work
Emoluments	Rs.32,000/- per month
Age Limit	UR – 30 years
Nature of Duties	a. Preparation of budget and utilization statements for the project b. Preparation of pay bills & returns c. Processing of TA claims d. Maintenance of accounts and receipts e. Maintenance of budget and fund transfer records f. Preparation of letters of correspondence etc. g. Draft correspondence and notes h. Any other work assigned by the PI/Co-PI/superior officer
Duration	6 months (Renewable for the project duration subject to performance and project requirement)

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/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.
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