

ICMR - NATIONAL INSTITUTE OF EPIDEMIOLOGY
R-127, Second Main Road, TNHB, Ayapakkam, Chennai – 600 077
Telephone: 044-26136260

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

Name of the post	Project Secretary (Section Officer)
Date of Interview	04.01.2018 (Thursday)
Number of posts	One (UR)
Name of the Project	“Model District for Public Health Preparedness, Surveillance and Response: Multi-Strategic Integrated Approach in Thiruvallur District, Tamil Nadu, India)
Place of posting	NIE, Chennai, Tamil Nadu
Essential Qualification and Experience	Graduate in any discipline with 5 year’s experience of Administration/ Finance and Accounts work.
Desirable Qualification	Working experience in Govt. Institutes
Emoluments	Rs. 32,000/- Per Month
Age Limit	30 years (No age relaxation for SC/ST/OBC Candidates)
Nature of Duties	a) Recruitment of manpower as per norms b) Supervision and guidance of subordinate staff and monitoring of their performance c) Preparation of pay bills, processing of claims and fund management d) Preparation of tender documents and comparative statements e) Maintenance of store records and monitoring supply/ issue of stores. f) Project secretarial work. g) Any other work assigned by the PI or any superior officer.
Duration	3 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 Xerox copy of qualification and experience certificates.**
2. Age Relaxation is admissible in respect of SC/ST/OBC candidates as per Government of India Rules, **in respect of the posts reserved for those categories.**
3. Age concession to the extent of service rendered in ICMR projects will also be admissible for experience and skilled persons.
4. 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.
5. Experience certificate should clearly state the nature of work during the period of employment.
6. Community/ Caste certificate: Candidates applying under OBC category, shall submit attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the closing date of application by the appropriate authority.
7. No- Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
8. 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.
9. The incumbents selected will have no claim for regular appointments under NIE/ICMR or continuation of his/her services in any other project.
10. TA/DA will not be paid by NIE for attending the written test/ interview.
11. The Institute reserves the right to fill up or not to fill the advertised posts.

The Director/Selection Committee has the right to accept / reject any application without assigning any reason thereof and no recommendation in this matter will be entertained.

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

[Click here](#) for the application form.

DIRECTOR

ICMR - NATIONAL INSTITUTE OF EPIDEMIOLOGY

Second Main Road, TNHB, Ayapakkam, Chennai – 600 077

Application for the post: _____

Project : _____

Date: _____

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1)	Name (full in block letters)																		
2)	Father's Name																		
3)	Date of birth (dd/mm/yyyy) & Age as on closing date of application	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="text-align: center;">D</td><td style="text-align: center;">D</td><td style="text-align: center;">M</td><td style="text-align: center;">M</td><td style="text-align: center;">Y</td><td style="text-align: center;">E</td><td style="text-align: center;">A</td><td style="text-align: center;">R</td></tr></table>									D	D	M	M	Y	E	A	R	----- Years
D	D	M	M	Y	E	A	R												
4)	Sex																		
5)	Applying under SC /ST / OBC category	OC / SC /ST / OBC (Circle the appropriate) Community																	
6)	Are you Physically handicapped	YES /NO																	
7)	Address for communication with pin code	Applicant Name : Son/of : Door No : Street : Village : Post : District : Pin code :																	
8)	Mobile / Phone No. for contact																		
9)	Email ID, if available																		

10) Educational Qualifications

No.	Exam Passed	Board / University	Year of Passing	% of Marks

11) Experience

No	Name of the Institution	Nature of employment*	Date of joining	Date of leaving	No. of years

* Provide Certificate of proof in support of your claim.

12. Whether any relative is employed in ICMR, if Yes, please give details:

13. Any other information:

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature / appointment shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

Place:
Date:

Signature & Name of the Candidate