Department of Health Research/ICMR

WALK-IN-INTERVIEW/ WRITTEN TEST

Applications are invited for CPMU-Delhi under the project **"National TB Prevalence Survey"** from eligible candidates for various posts (purely contractual) on consolidated salary for 18 months. Interested candidates may send application in prescribed format for walk-in-interview/ written test to be held on 31st Jan. 2019 at 11:00AM onwards **at ITRC, 1st Floor, IRCS Buildings, 1, Red Cross Road, New Delhi.** Candidates may also send the application form in prescribed format and brief resume at natbpsdelhi@gmail.com

INDIAN COUNCIL OF MEDICAL RESEARCH

National Tuberculosis Prevalence Survey, India

Tuberculosis Prevalence Survey is a time bound activity and is crucial for TB Elimination in India. It is planned to be undertaken on mission mode. High level of commitment is required with a will to work on Sundays & holidays (except, important local holidays). Job requiresmonitoring andintermittent field work throughout the country in various States/UTs for all posts. Preference will be given to those having working experience in National Health Surveys/ similar activities. The staff will be stationed at Delhi and may require travelling to field sites across India. However, the no. or designation of post may vary depending of the requirement.

Conditions:

- Initial Contract for the Posting is for one year which can be extended upto 18 months or till the completion of the project.
- Only 12 accrued Casual Leaves allowed per year (@ max 2 per month). This will be in addition to the compensatory weekly off on an average per month

Central Project Management Unit (CPMU)

Sr. No.	Category / Job Title	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities	Age Limit	Consolidated Salary Per Month
1	**Consultant** [Survey Coordinator]	1	MBBS degree recognized by MCI or equivalent degree from recognized University with Eight (8) years R&D/ teaching experience in the relevant subjects after MBBS degree. (OR) Post graduate degree (MD/DNB/MPH/MAE) after MBBS from recognized university with five (5) year R&D/ teaching experience in relevant subjects from recognized institutions	1. Doctorate or MD or Master degree in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university 2. Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s) 3. Knowledge of Computer Applications or Business Intelligence tools /Data	1. Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals 2. Supervise and monitor Field Survey Teams in structured way as per SOPs 3. Assist Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey 4. Coordinate with Survey Team and State / local RNTCP team / National regional Institutes in establishing cluster survey activities 5. Create regular reports on survey activities and give feedback to Survey Team and appraise Nodal officer for Survey at National Institute for	45 years	Rs. 75,000

S.No	Post	No.	Essential Qualification	Desirable Qualification	Job Description	Age	Salary
			(OR) Postgraduate diploma after MBBS from recognized university with six (6) years R&D/ teaching experience in relevant subjects from recognized institution.	Management 4. Minimum One-year experience in RNTCP	Research in Tuberculosis and other Stakeholders 6. Coordination with states for organizing training required for Survey 7. Ensuring server maintenance, security and updates 8. Assist in ongoing, interim analysis of survey activities and results 9. Ensure timely completion of ongoing and pending activities 10. Any other job as assigned by PI		
2	**Scientist C** **[Survey Monitors].**	1	MBBS degree recognized by MCI or equivalent degree from recognized University with four (4) years R&D/ teaching experience in the relevant subjects after MBBS degree. OR Post graduate degree (MD/DNB/MPH/MAE) after MBBS from recognized university with one (1) year R&D / teaching experience in relevant subjects from recognized institution. OR Postgraduate diploma after MBBS from recognised university with (2) years R&D/ teaching experience in relevant subject from recognized institution.	1. Doctorate or MD or Master degree in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Paediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university. 2. Additional Post doctoral research/teaching experience in relevant subjects in recognized institute(s). 3. Knowledge of Computer Applications or Business Intelligence tools /Data Management. 4. Minimum one-year experience in RNTCP.	1. Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals 2. Supervise and monitor Field Survey Teams in structured way as per SOPs 3. Assist Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey 4. Coordinate with Survey Team and State / local RNTCP team / National regional Institutes in establishing cluster survey activities 5. Create regular reports on survey activities and give feedback to Survey Team and appraise Nodal officer for Survey at National Institute for Research in Tuberculosis and other Stakeholders 6. Coordination with states for organizing training required for Survey 7. Ensure timely completion of ongoing and pending activities 8. Any other job as assigned by PI	40 years	Rs.72,325
3	**Project Officer**	1	Graduate in any disciple and 5 years' experience of	1. MBA / PG Diploma in finance 2. Experience of administrative	1. Get trained in Protocol of National TB Prevalence Survey, India as well as	30 years	Rs.32,000

#	Post	No.	Qualification	Desirable	Job Responsibilities	Age	Salary
	(Section Officer).		administration/ Finance and Accounts work	work in govt / PSU 3. Computer proficiency win packages like MS Word, Excel, power point , Outlook, Email operation etc. 4. Knowledge of dealing with files, Noting, Letter drafting etc	SOPs and training manuals 2. Review books of accounts for survey expenditure 3. Assist PMU in taking administrative matters including handling day to day expenditure of PMU and arrange for approvals expenditure done field survey team 4. Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters 5. Ensure regular, timely report on Statement of expenditure for each field activity 6. Undertake supervisory visits for internal review of expenditure by survey teams 7. Any other job as assigned by PI		
4	**Senior Project Assistant (UDC).**	2 (UR-1, OBC-1)	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 administration work and A typing speed of 35 wpm in English or 10500 Key Depressions per hour in English	1. Experience of administrative work in govt / PSU 2. Experience in maintaining books of accounts / Audit & Talley software 3. Computer proficiency in commonly used packages like MS Word, Excel, power point , Outlook, Email operation etc., 4. Knowledge of dealing with files, Noting, Letter drafting etc.,	1. Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals 2. Maintain books of accounts for survey expenditure 3. Assist PMU in preparing file noting for seeking approvals for expenditure of PMU and surveys teams 4. Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters 5. Ensure regular, timely report of expenditure for each field activity 6. Undertake supervisory visits for internal review of expenditure by survey teams 7. Any other job as assigned by PI	28 years	Rs.17,000

Instructions:

Interview will be conducted to the eligible candidates. However, if more number of candidatesis found eligible for the post advertised, Written Test/ Skill Test may also be conducted on the same day before final round of Interview.

The candidates should bring 5 copies of biodata along with all original certificates of educational qualifications (from SSC onwards), experience, Aadhaar Card, Community and PH Certificates along with one set of photocopies of the same duly self attested along with a passport size photograph for attending the Written Test/ Interview. No TA/ DA will be paid for attending the Written Test/ Interview. If a suitable Candidate is not available for said post than Candidate may be selected at lower post. The recruited project will have to give an undertaking for accepting the terms and conditions before joining.

GENERAL CONDITIONS:

1.   The Candidates are expected to have a good knowledge on the book titled "Tuberculosis prevalence surveys: a handbook" for working in this survey.
      https://www.who.int/tb/advisory_bodies/impact_measurement_taskforce/resources_documents/thelimebook/en/
2.   The conditions of employment will be the same as that of the project staff on contract basis. The candidates have no right to claim for any regular employment at this Institute. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc., will be reckoned as on the date of walk-in-written test/ Interview.
3.   The qualifications can be relaxed in exceptionally bright and suitable candidate recommended by the selection committee.

INDIAN COUNCIL OF MEDICAL RESEARCH

ICMR-National Institute for Research In Tuberculosis, Chennai

APPLICATION FORM

Photo

1. Name of the Project : "National TB Prevalence Survey"

2. Applying for the Post of : _____

3. Name of the Candidate : _____

4. Father's Name : _____

5. Sex (Male/Female) : _____

6. Community/ Caste :   Gen   OBC   SC   ST

7. a) Date of Birth (Date/Month/Year) : _____

    b) Present Age (as on last date of : _____ Years _____ Months _____ Days
receipt of Application)

8. Postal Address (Present) : _____

                                        _____

                                        _____

9. Permanent Address : _____

                                        _____

                                        _____

10. Email ID (Mandatory) : _____

11. Mobile No. (Mandatory) : _____

12. Educational Qualification
    a) Essential Qualification:

Examination passed	Year of passing	Name of the Board/ University	Class/ Percentage Marks obtained	Subject Studied
10th				
12th				
Graduation				
Post-Graduation				
Other Qualification, if any				
Other				

    b) Desirable qualification as per advertisement:

Work Experience (Total Number of Years):

S. No	Name of the Employer (Name of the office/Institution)	Period (Date/month/year)		Post held and responsibilities
		From	To	

13. Any other Research Experience / Information

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14. Check List

S. No.	Title	(Please tick)
1.	Documentary proof of date of birth (PDF/JPG)	
2.	Documentary proof of Community/Caste (PDF/JPG)	
3.	All Educational Qualification Certificates (PDF/JPG)	
4.	Experience certificate from previous and current employer (PDF/JPG)	
5.	Scan copy of Signature (JPG)	
6.	Scan copy of Passport Size photograph (JPG)	

<u>DECLARATION</u>

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:

(Signature of the Candidate)

Date: