



Ref: NIRT/PROJ/RECTT/TNTBPS/2021-22

Date: 27-01-2022

**ONLINE INTERVIEW/SKILL TEST**

**Project: “District wise prevalence of microbiologically confirmed pulmonary tuberculosis in Tamil Nadu”**

Tuberculosis Prevalence Survey is a time bound activity and is crucial for Ending TB in India and 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 requires continuous field work throughout the state in various districts for field post. Preference will be given to those having working experience in National Health Surveys/ similar activities. Candidates are invited to attend **Online Interview/Skill Test** for the below mentioned posts at **ICMR-National Institute for Research in Tuberculosis, No.1, Mayor Satyamoorthy Road, Chetpet, Chennai - 600 031.**

S. NO.	Contractual Post	No. of Post & Category	Upper age limit	Consolidated Monthly Salary	Place of posting	Languages expected to be known
1.	Project Data Entry Operator (Grade B) [Field Post]	1 No. [OBC]	28 Years	Rs.18,000/-p.m.	Anywhere in Tamil Nadu	Tamil and English

S. No.	Name of the Post/Designation	No of post	Essential Qualification	Job specifications / responsibilities
1.	Project Data Entry Operator (Grade B) [Field Post]	1	<p>Intermediate or 12th pass in science stream from a recognized board with DOEACC “A” level from a recognized institute and/or 2 years experience in EDP work in Government, Autonomous, PSU or any other recognized organization.</p> <p>A speed test of not less than 8000 key depressions per hour through speed test on computer.</p> <p style="text-align: center;"><b>Desirable Qualification</b></p> <ol style="list-style-type: none"> <li>1. Experience in Data Entry in research projects or in any National Health Program.</li> <li>2. Work experience in Electronic Data Processing/ Biostatistics/ Data Management.</li> <li>3. Should be well conversant with various computer programming including MS Word, Excel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals.</li> <li>2. Manage all laptops, local server, internet connection, tablets and applications and ensure smooth data synchronization.</li> <li>3. Monitor completeness of data in all fields during survey activities in the cluster village / town.</li> <li>4. Regular monitoring of dashboards and reports with pending activity lists for all activities and share the same for follow-up with respective staff.</li> <li>5. Cluster reporting and handing over by the Survey Team to local RNTCP and health staff.</li> <li>6. Coordinate with local RNTCP Units for pending cluster activities (especially for sputum sample collection and transportation, patient treatment initiation etc.)</li> <li>7. Maintain laptops, printers etc. in working condition including the antivirus protection and regular updating, scanning etc.</li> <li>8. Facilitate trouble shooting for any IT application related issue faced by survey team.</li> <li>9. Manage correspondences between Survey Team and PMU as well as local health facilities e.g. DTC, PHC, GH, CHC etc.</li> <li>10. Maintain expenditure of funds during the cluster.</li> <li>11. Maintaining electronic attendance register for Survey Team as well as supervisory officers, support staff etc. for each cluster.</li> <li>12. Any other job as assigned by Senior Investigator, Medical Officer &amp; PMU as per Survey needs.</li> </ol>

## **Instructions to the Candidates:**

1. Candidate should submit the application form which can be downloaded from [www.nirt.res.in](http://www.nirt.res.in), [www.icmr.nic.in](http://www.icmr.nic.in) websites along with the self-attested copies of the following certificates by ordinary post/Speed post duly superscribed as “Application for the post of \_\_\_\_\_” on the top of envelope & send it to **The Director, ICMR-National Institute for Research in Tuberculosis, No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai - 600 031** for considering their candidature and should mention the name of the post applied for in the prescribed application form. **The last date for receiving applications is 16.02.2022 by 5.30 p.m.** The date of online/skype interview will be intimated to the eligible/shortlisted candidates by e-mail and in return they will have to send their skype id by e-mail.
  - 10th Marksheet
  - 12th Marksheet
  - UG & P.G Degree certificate
  - Community Certificate
  - Experience certificate clearly stating the nature of work during the period of employment.
2. Successfully selected candidates shall be subject to verification of all original documents by ICMR-NIRT and fulfillment of required eligibility criteria in all respects of qualification, age and experience, etc.
3. 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.
4. 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.
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 will be given initially for a period of three months, extendable till the end of study duration based on the performance of the candidate.
7. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
8. 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.
9. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
10. Date of Online/Skype interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing for Online/Skype 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**