



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

Date: 28-09-2021

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

Walk-In-Written Test/Skill Test/Interview

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 posts. Preference will be given to those having working experience in National Health Surveys/ similar activities. Candidates are invited to attend Walk-In-Written Test/Skill Test/Interview for the below mentioned posts at **ICMR-National Institute for Research in Tuberculosis, No.1, Mayor Satyamoorthy Road, Chetpet, Chennai - 600 031.**

Duration of Project: Six Months

Reporting Time: 9.00 AM to 10.00 AM

For details of post, eligibility, salary, etc. please visit www.nirt.res.in

S. NO.	Contractual Post	Consolidated Monthly Salary	Upper age limit	No. of Posts	Place of post	Date of Interview
1.	Project Data Entry Operator (Grade B) [Field Post]	Rs.18,000/-p.m.	28 Years	1 No. [UR-1]	Anywhere in Tamil Nadu	12-10-2021
2.	Senior Project Assistant (UDC) [CPMU Post]	Rs.17,000/-p.m.	28 Years	1 No. [OBC-1]	ICMR-NIRT (Chennai)	

S. NO.	Name of the Post/Designation	No of posts	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 2years’ 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>	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Manage all laptops, local server, internet connection, tablets and applications and ensure smooth data synchronization. 3. Monitor completeness of data in all fields during survey activities in the cluster village / town. 4. Regular monitoring of dashboards and reports with pending activity lists for all activities and share the same for follow-up with respective staff. 5. Cluster reporting and handing over by the Survey Team to local RNTCP and health staff. 6. Coordinate with local RNTCP Units for pending cluster activities (especially for sputum sample collection and transportation, patient treatment initiation etc.) 7. Maintain laptops, printers etc. in working condition including the anti-virus protection and regular updating, scanning etc. 8. Facilitate trouble shooting for any IT application related issue faced by survey team. 9. Manage correspondences between Survey Team and PMU as well as local health facilities e.g. DTC, PHC, GH, CHC etc. 10. Maintain expenditure of funds during the cluster. 11. Maintaining electronic attendance register for Survey Team as well as supervisory officers, support staff etc. for each cluster. 12. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.

2.	Senior Project Assistant (UDC) [CPMU Post]	1	<p>12th Pass or equivalent from a recognized board with 5 years' experience of administrative work</p> <p style="text-align: center;">or</p> <p>Graduate in any discipline with 2 years' experience of administration work</p> <p style="text-align: center;">and</p> <p>A speed test of not less than 8000 Key Depressions per hour (KDPH) on computer.</p>	<ol style="list-style-type: none"> 1. Get trained in Protocol State TB Prevalence Survey, Tamil Nadu 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 timely hiring and purchasing items from local market for smooth cluster operations. 6. Ensure regular, timely report of expenditure for each field activity. 7. Ensure timely approval and payments against the approved expenditure as per survey guidelines. 8. Undertake supervisory visits for internal review of expenditure by survey teams. 9. Any other job as assigned by PI.
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Instructions to the Candidates:

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 Candidates should bring filled application form in the prescribed format which can be downloaded from NIRT website <http://www.nirt.res.in> along with all certificates /testimonials in original for verification. Candidates are requested to bring one set of self-attested copies while attending Walk-In-Written Test/Skill Test/Interview. **Candidates who fail to bring the Original Certificates for Walk-In-Written Test/Skill 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 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 will be given initially for a period of six 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 reporting time will be from 9.00 a.m. to 10.00 a.m. and the Walk-In-Written Test/Skill Test/Interview will be from 11.00 a.m. onwards. TA/DA will not be paid by NIRT for attending the written test/ interview.

9. 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.
10. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
11. Date of Walk-In-Written Test/Skill Test/Interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing for Walk-in Interview.

Interested candidates fulfilling the required qualification may download the prescribed application form from the website www.nirt.res.in, www.icmr.nic.in and **walk-in on the date and time mentioned above** to attend the Walk-In-Written Test/Skill Test/Interview at the venue mentioned above. The filled-in application along with self-attested copies of all credentials in support of educational qualifications, age, caste/community and affixing a colour passport size photograph on the application form should be carried with while reporting for Walk-In-Written Test/Skill Test/Interview. **Original Certificates** of all these credentials should also be carried with for verification.

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.

DIRECTOR