



icmr | **NIRT**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE FOR
RESEARCH IN TUBERCULOSIS



आई सी एम आर – राष्ट्रीय यक्ष्मा अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute for Research in Tuberculosis
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. NIRT/PROJ/RECTT//2019-20/MH

Dt: 22.11.2019

Walk-In-Written Test/Interview

Project: “National Survey for the state wise prevalence of Pulmonary Tuberculosis in 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. NIRT has been embarking upon prevalence survey of Tuberculosis across the country expeditiously. To undertake this activity effectively and on a time-bound manner we are in search of candidates having high level of commitment and dedication to work mainly towards monitoring and intermittent field work throughout the country in various States/UTs. Preference will be given to those having work experience in National Health Surveys/ similar activities. These activities are being carried out through an ad-hoc research project of ICMR titled “**National survey for state-wise prevalence of microbiologically confirmed pulmonary tuberculosis in India**”. These posts are vacant since they could not be filled against previous advertisements.

Candidates are invited to attend Walk-In Interview / Written Test for the below mentioned posts. For details of post, eligibility, salary, etc. please visit www.nirt.res.in .

S. NO.	Contractual Post	Consolidated Monthly Salary	Daily Allowance on Tour per day as per ICMR norms.[Minimum of 20 days /month of field work is expected]	Upper age limit	No. of Posts
1.	Data Entry Operator (Grade B)	Rs.18,000	Reimbursement of hotel/guesthouse accommodation upto Rs.450 per day Reimbursement of food bills not exceeding upto Rs.500 per day	28 years	UR – 1

S. No	Venue of walk in written test/interview	Date of Interview	Designation and Number of Posts	Languages expected to be known	Area of working*
1.	National AIDS Research Institute, 73, 'G' Block, MIDC, Bhosari Pune - 411026	09.12.2019	Data Entry Operator (Grade – B) – 1 Post	Hindi/Marathi / English	Maharashtra

Qualifications and Job Responsibilities

Sr. No.	Name of the Post/ Designation	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
1.	Data Entry Operator (Grade B)	<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>1. Experience in Data Entry in research projects or in any National Health Program.</p> <p>2. Work experience in Electronic Data Processing/Biostatistics/ Data Management.</p> <p>3. Should be well conversant with various computer programming including MS Word, Excel</p>	<ol style="list-style-type: none"> 1. Get trained in Protocol of National TB Prevalence Survey, India 2017- 18 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.

*Though the primary area of work is as mentioned above, depending on the project requirements the staff may be posted in the other sites, states for completion of the project in timely manner

General Conditions:

1. The posting is initially for 6 months or till the completion of the project.
2. The conditions of employment will be the same as that of the project staff on contract basis.
3. The candidates have no right to claim for any regular employment at this Institute.
4. 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.

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. 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. Experience certificate should clearly state the nature of work during the period of employment.
4. No- Objection Certificate from the current employer (for Govt./AB/PSU Servants only)
5. 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.
6. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
7. The reporting time will be from 9.00 a.m to 10.00 a.m. and the walk in interview/written test will be from 11.00,a.m onwards. TA/DA will not be paid to the candidates for attending the written test/ interview.
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 Walk-in Interview/written test 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 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