



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

Date: 17-03-2022

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.**

S. No.	Contractual Post	No. of Post & Category	Upper age limit	Consolidated Monthly Salary	Place of posting	Languages expected to be known	Date of Interview
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	05-04-2022
2.	Senior Project Assistant (UDC) [CPMU Post]	2 Nos. [EWS-1, OBC-1]	28 Years	Rs.17,000/-p.m.	Chennai		
3.	Project Technician II (Health Assistant) [Field Post]	1 No. [OBC]	28 Years	Rs.17,000/-p.m.	Anywhere in Tamil Nadu		
4.	Project Multi Tasking Staff (Semi Skilled Worker – Sweeper) [CPMU Post]	1 No. [SC]	25 Years	Rs.15,800/-p.m.	Chennai		

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>	<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 antivirus 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.

<p>2.</p>	<p>Senior Project Assistant (UDC) [CPMU Post]</p>	<p>2</p>	<p>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 2. A speed test of not less than 8000 key depressions per hour through speed test on computer.</p>	<p>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.</p>
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3	Project Technician II (Health Assistant) [Field Post]	1	<p>High School* or equivalent with 5 years' experience in health field from a Government institution or recognized institute.</p> <p>*Intermediate with Science subjects shall be treated as equivalent to 2 years' experience and B.Sc. shall be treated as equivalent to 3 years.</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. Conduct census enumeration survey of participants by visiting the households. 3. Rapid data collection during census enumeration, enter in android based mobile application. 4. Decide on eligibility of individuals and inform them on timings for attending survey sites with procedures to be done. 5. Hand over the acknowledgement receipt with appropriate serial number to enrolled participant. 6. Regularly synchronize data on mobile application with server. 7. Coordinate with local health staff (e.g. FHW) and MO / Senior investigator, to ensure that all exclusion criteria is applied as per SOPS 8. Follow-up eligible participants from household for participation if not presented on scheduled time. 9. Follow-up those eligible participants who could not give sputum samples on time. 10. Assist Survey Team Leader in preparing cluster report. 11. Assist Survey Team Leader in maintaining financial expenditure for each cluster. 12. Any other job as assigned by Team Investigator, Survey PMU
4	Project Multi Tasking Staff (Semi Skilled Worker – Sweeper) [CPMU Post]	1	High school or Equivalent.	<ol style="list-style-type: none"> 1. Get oriented in requirements of State TB Prevalence Survey, Tamil Nadu. 2. Arrange drinking water, tea for meetings and staff members etc. 3. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.

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 www.nirt.res.in, www.icmr.nic.in websites 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. 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 ICMR research projects will also be admissible for experienced and skilled persons.
5. Experience certificate should clearly state the nature of work during the period of employment.
6. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
7. 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.
8. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
9. **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.
10. 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.
11. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
12. 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 websites 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.

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

DIRECTOR