



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIE
NATIONAL INSTITUTE OF
EPIDEMIOLOGY

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

ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY
Department of Health Research, Ministry of Health and
Family Welfare, Government of India



No. NIE/PE/Advt/February/2023/09

Date: 07.02.2023

WALK-IN INTERVIEW

Candidates are invited to attend Walk-In Interview / Written Test between 9.30 AM to 10.00 AM for project posts under the various projects on contract basis as detailed below (please refer Website for changes if any in the date of interview).

1	Name of the Project	NACO - HIV Sentinel Surveillance
	Name of the post	Project Data Entry Operator (Grade-A)
	Place of Interview	ICMR – NIE
	Date of interview	21.02.2023
	No. of posts & Category	10 (UR-3, OBC-3, SC-2, EWS-2)
	Place of posting	ICMR – NIE
	Essential Qualification and Experience	Intermediate or 12th Pass from recognized board. AND A speed test of not less than 8000 key depressions per hour through speed test on computer. (OR) Certificate course for type writing issued by State Government or Government of India.
	Skills Required	<ul style="list-style-type: none">• Typing certificate in English Lower / Higher issued by State Government.• Knowledge of MS Excel, MS Word, MS PowerPoint.• Good communication skills in English.• Good documentation skills.• Experience in data management.• Experience in managing online meetings
	Remuneration	Rs.17,000/- per month
	Age Limit	UR/ EWS - 25 Years OBC – 28 Years SC – 30 Years
Nature of Duty	<ul style="list-style-type: none">• Data entry work• Inventory (files/CRFs/ logistics) management• Administrative work related to the project• Any other work assigned by the PI/Co-PI/Supervisory officer	
Duration	3 Months (May be extended on satisfactory performance and continuation of the project)	

Instructions to the candidates for Walk in Interview

1. Please bring the filled in application with one set of photocopy of qualification and experience and other testimonials.
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. Age relaxation is admissible in respect of OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects) in accordance with the instructions issued by the Central Government from time to time.
4. Experience certificate should clearly indicate the nature of duty during the period of employment. Appointment order, pay slip and offer of appointment will not be accepted in place of experience certificate. Experience certificate should contain salary per month and duration.
5. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
6. The above said post is Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
7. The incumbents selected will have no claim for regular appointments under NIE/ICMR or continuation of his/her services in any other project.
8. TA/DA will not be paid by NIE for attending the written test/interview.
9. The Director, ICMR-NIE 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-NIE website (Careers) which will be updated from time to time.
11. **Date of Walk-in Interview 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.

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

DIRECTOR

APPLICATION FORM FOR THE PROJECT POST**ICMR-NATIONAL INSTITUTE OF EPIDEMIOLOGY**

Second Main Road, TNHB, Ayapakkam, Chennai – 600 077

RECENT
PASSPORTSIZE
COLOUR
PHOTO

Application for the post: _____

Project: _____

1)	Name (full in block letters)										
2)	Father's Name										
3)	Mother's Name										
4)	Date of birth(dd/mm/yyyy)								-----Years		
								-----Months			
								-----Days			
5)	Sex										
6)	Applying under SC /ST / OBC/EWS/General	General/SC/ST/OBC/EWS(Circle the appropriate)									
7)	Are you Physically handicapped	YES /NO									
8)	Address for communication with pin code	Applicant Name : S/o/D/o/C/o: Door No : Street : Village/Town: Post : District : Pin code :									
9)	Mobile/Phone No. for contact										
10)	Email ID (mandatory)										

11) Educational Qualifications

No.	Exam Passed	Board /University	Year of Passing	% of Marks

12) Experience

Sl. No	Name of the Institution	Nature of employment*	Date of joining	Date of leaving	Years	Months	Days
Total							

* Provide Certificate of proof in support of your claim.

13) Publications (attach separate sheet, if space is not enough)

Sl. No.	Title of the paper	Name of the journal	First/co/ corresponding author	Impact Factor

14) Books/Chapter (attach separate sheet, if space is not enough)

Sl. No.	Title of the Book	ISBN	Role: Author/Editor etc.

15) Projects (attach separate sheet, if space is not enough)

Sl.No.	Name of the project	Budget (in Rs.)	Funding Agency	Role: PI/Co-PI

16) Awards (attach separate sheet, if space is not enough)

Sl.No.	Name of the award	Type: National/International etc.	Description of the award

17) Candidate, if currently working in ICMR-NIE Project, please give details:

Sl.No	Name of the Project	Designation of the Candidate	Contract period		Years	Months	Days
			From	To			

* NOC from the PI should be enclosed.

18) Whether any relative is employed in ICMR ,if Yes ,please give details:

19) Any other information:

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:

Date:

Signature &

Name of the Candidate