



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/June/2022/17

Date: 27.06.2022

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	A school-based, follow-up survey of Soil-transmitted Helminth infections in school-age children.
	Name of the post	Project Technical Assistant (Statistics)
	Place of Interview	ICMR – NIE
	Date of interview	12.07.2022
	No. of posts & Category	01 (OBC – 01)
	Place of posting	ICMR – NIE, Chennai
	Essential Qualification	<ul style="list-style-type: none">Graduate in Statistics/Biostatistics from a recognized University with three years' work experience from a recognized institution. (OR) <ul style="list-style-type: none">Masters degree in Statistics/Biostatistics from a recognized institution.
	Desirable Qualification and Experience	<ul style="list-style-type: none">Knowledge of data handling, analysis and interpretation, report writing.Knowledge of computer applications and statistical software like SPSS, STATA & RWorking knowledge of MS Office applications (Word, Excel, PowerPoint)Perform Statistical Analysis and Writing of reports etc.Perform data QA/QC for the Project.Responsible for best practices in the data management component of the project.
	Remuneration	Rs.31,000/- per month
	Age Limit	OBC - 33 Years
Nature of Duty	<ul style="list-style-type: none">Data analysis using statistical softwareMonitoring visits to sites (Anywhere in India)Report WritingAssist PI in project management	

		<ul style="list-style-type: none"> • Coordinate with field staff in sites • Any other work assigned by the Director/PI/Co-PI/Supervisory officer.
	Duration	6 Months

2	Name of the Project	Immune response of precautionary third dose of COVISHIELD/COVAXIN among healthy adult population :an ICMR Cohort Study , India
	Name of the post	Project Technical Officer
	Place of Interview	ICMR – NIE
	Date of interview	12.07.2022
	No. of posts & Category	01 (ST - 1)
	Place of posting	ICMR-NIE
	Essential Qualification	<p>Graduate degree in Sociology/ Social Science/ Social work/ Life Science from recognized university with five years'work experience in public health project/health care management from a recognized institution</p> <p>(OR)</p> <p>Master's degree in Sociology/ Social science/ social work/ Life Science/ Public Health/ Epidemiology from a recognized university.</p>
	Desirable Qualification and Experience	<ul style="list-style-type: none"> • Knowledge of computer applications • Use of Statistical packages in handling large volume of Health Data • Monitoring data set • Data management and data analysis using statistical software such as SPSS & Stata,R • Experience in working as part of a research project team
	Remuneration	Rs.32,000/- per month
Age Limit	ST – 35 Years	
Nature of Duty	<ul style="list-style-type: none"> • Collect clinical data of study participants • Conduct interviews • Documentation and maintain all project records • Perform any other work assigned by PI/ Co-PI/ Supervisor Officer/ Director 	
	Duration	6 Months (May be extended on satisfactory performance and continuation of the project)

3	Name of the Project	Scaleup of an adapted Kerala Diabetes Prevention Program to improve control of hypertension and diabetes among people living in the states of Kerala and Tamil Nadu. (GACD)
	Name of the post	Project Assistant (admin)
	Place of Interview	ICMR – NIE
	Date of interview	18.07.2022

No. of posts & Category	01 (EWS 01)
Place of posting	ICMR – NIE
Essential Qualification	Graduation in any discipline from a recognized university with 5 years work experience in administration/ Accounts & Finance works at recognized institution.
Desirable Qualification and Experience	<ul style="list-style-type: none"> Working experience in accounts, establishment and administration. Experience in handling TA/DA claims and reimbursements. Working knowledge of eOffice, e-governance modules. Master's Degree in Business Administration Knowledge of computer applications – Word, Excel, PowerPoint. Able to communicate effectively in English
Remuneration	Rs.32,000/- per month
Age Limit	30 Years
Nature of Duty	<ul style="list-style-type: none"> Administration-related works. Accounts management, settlement of claims and reimbursements. Assisting PI in Project-related duties. Data Analysis and preparation of reports. Coordinate with staff in field sites Any other works assigned by the Director / PI / Co – PI / Superior Officer
Duration	6 Months (May be extended on satisfactory performance and continuation of the project)

4	Name of the Project	Scaleup of an adapted Kerala Diabetes Prevention Program to improve control of hypertension and diabetes among people living in the states of Kerala and Tamil Nadu. (GACD)
	Name of the post	Project Upper Division Clerk / Senior Project assistant
	Place of Interview	ICMR – NIE
	Date of interview	18.07.2022
	No. of posts & Category	01 (UR - 01)
	Place of posting	ICMR – NIE
	Essential Qualification	<ul style="list-style-type: none"> 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. A speed test of not less than 8000 key depressions per hour through speed test on computer
	Desirable Qualification and Experience	<ul style="list-style-type: none"> Good written and oral communication skills in English. Advance computer knowledge (Data management, editing and DTP) Experience in online course management.
	Remuneration	Rs.17,000/- per month
Age Limit	28 Years	

Nature of Duty	<ul style="list-style-type: none"> • Preparation of letters of correspondence etc. • Administrative work related to the project. • Any other work assigned by the PI/Co-PI/Superior Officer.
Duration	6 Months (May be extended on satisfactory performance and continuation of the project)

5	Name of the Project	Scaleup of an adapted Kerala Diabetes Prevention Program to improve control of hypertension and diabetes among people living in the states of Kerala and Tamil Nadu. (GACD)
	Name of the post	Project Technical Assistant (Field)
	Place of Interview	ICMR – NIE
	Date of interview	19.07.2022
	No. of posts & Category	01 (UR - 01)
	Place of posting	ICMR – NIE / Cuddalore & Villupuram district
	Essential Qualification	<ul style="list-style-type: none"> • Graduate in Sociology / Social Work / Social Sciences / Life Sciences from a recognized University with three years work experience in public health project / health care management from a recognized institution. <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none"> • Masters degree in Sociology / Social Work / Social Sciences / Life Sciences / Public Health / Epidemiology from a recognized university.
	Desirable Qualification and Experience	<ul style="list-style-type: none"> • Knowledge of MS Excel, MS Word, MS PowerPoint. • Data management and data analysis. • Preparation of reports. • Communication skills to work with multiple stakeholders. • Knowledge of Local Language
	Remuneration	Rs.31,000/- per month
	Age Limit	30 Years
Nature of Duty	<ul style="list-style-type: none"> • Field work at least 15 days per month in districts. • Assist PI in Project management. • Data Analysis and Prepare reports. • Visit to project sites for monitoring. • Coordinate with staff in field sites. • Training and capacity building of health workers. • Coordination and reviews with district and state health officials.. • Any other works assigned by the Director / PI / Co – PI / Superior Officer 	
Duration	6 Months (May be extended on satisfactory performance and continuation of the project)	

6	Name of the Project	Scaleup of an adapted Kerala Diabetes Prevention Program to improve control of hypertension and diabetes among people living in the states of Kerala and Tamil Nadu.
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	(GACD)
Name of the post	Project Technical Assistant (IT)
Place of Interview	ICMR – NIE
Date of interview	19..07.2022
No. of posts & Category	01 (UR - 01)
Place of posting	ICMR – NIE / DPH
Essential Qualification	<ul style="list-style-type: none"> Graduate in IT/ Computer Science/ Computer application from a recognized University with three years work experience in handling online platforms / social media / editing & designing / IT projects <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none"> Masters degree in IT/ Computer Science/ Computer application from a recognized University
Desirable Qualification and Experience	<ul style="list-style-type: none"> Knowledge of MS Excel, MS Word, MS PowerPoint. Knowledge in editing and designing images / videos Experience in Canva and other image/ video editing software Experience in handling social media platform (Twitter, LinkedIn etc) Experience in handling live streaming
Remuneration	Rs.31,000/- per month
Age Limit	30 Years
Nature of Duty	<ul style="list-style-type: none"> Monitoring of the social media platform Promotion of health messages on behalf of government in social media Field activities - Live streaming/ video streaming of health programs from field Editing and designing social media shoutouts Supporting the government in designing their health program IEC campaigns
Duration	6 Months (May be extended on satisfactory performance and continuation of the project)

7	Name of the Project	Scaleup of an adapted Kerala Diabetes Prevention Program to improve control of hypertension and diabetes among people living in the states of Kerala and Tamil Nadu. (GACD)
	Name of the post	Project Multi-Tasking Staff - attendant
	Place of Interview	ICMR – NIE
	Date of interview	18.07.2022
	No. of posts & Category	02 (SC – 01, OBC - 01)
	Place of posting	ICMR – NIE
	Essential Qualification	<ul style="list-style-type: none"> High School or equivalent
Desirable Qualification and Experience	<ul style="list-style-type: none"> Experience in assisting field activity / general cleaning / Handling and organizing the records and documents / Transporting official documents/ equipments 	

Remuneration	Rs.15,800/- per month
Age Limit	OBC - 28 Years SC - 30 Years
Nature of Duty	<ul style="list-style-type: none"> • Perform all activities in the field during survey and investigation, • Undertake day to day office maintenance work and attending to administrative work • Assist the field investigators in the Field, training & sensitizations as well as other preparatory activities for the survey. • Any other job as assigned by PI
Duration	6 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.

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)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> -----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