

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases
India TB Research Consortium

Advertisement No. 2/2020

Notification for Walk-in-Interview for Project Posts for 14th October 2020

Indian Council of Medical Research (ICMR) has initiated its flagship program by establishing an “Indian TB Research Consortium” to advance technology and product development by harnessing interdisciplinary expertise and regional complementary strengths and focus on building and strengthening scientific capabilities and generating a better understanding to aid accelerating the development of new diagnostics, new & improved vaccines and immunotherapies, drugs for TB.

Following post is to be filled purely on contractual basis for working under various TB projects under Division of Epidemiology and Communicable Diseases (ECD), ICMR Hqrs Office, New Delhi. Interested candidates for the position mentioned below are requested to send the updated Bio-Data with one photograph up to 09:00AM till 14th Oct 2020 through the given link. Late received applications will not be entrained. The applications will be screened on the same day from 09:00 AM onwards. Web-Link to join the interview will be shared with eligible candidates about 30 minutes before the interview.

How to apply:

- i. Candidates should apply online on <https://projectjobs.icmr.org.in>
- ii. Following self attested required documents are to be enclosed with the application :- a) Proof of Date of Birth, b) Educational qualifications, c) Experience as per essential criteria, d) Relevant document if seeking for relaxation of age.
- iii. Application should be submitted online.
- iv. Candidate should state the name of the project and post applied for.

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National Tuberculosis Prevalence Survey, India

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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. High level of commitment is required with a will to work on Sundays & holidays (except, important local holidays). Job requires monitoring and intermittent field work throughout the country in various States/UTs for all posts. Preference will be given to those having working experience in National Health Surveys/ similar activities. The staff will be stationed at Delhi and may require travelling to field sites across India.

Conditions:

- The Contract is for 6 months or till completion of project.
- Casual leaves as per ICMR Rules for project staff.

Project: National Tuberculosis Prevalence Survey-Central Project Management Unit (CPMU)

Sr. No.	Category / Job Title	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities	Age Limit	Consolidated Salary Per Month
1	Consultant [Survey Coordinator]	1	MBBS degree recognized by MCI or equivalent degree from recognized University with Eight (8) years R&D/ teaching experience in the relevant subjects after MBBS degree. (OR) Post graduate degree (MD/DNB/MPH/MAE) after MBBS from recognized university with five (5) year R&D/ teaching experience in relevant subjects from recognized institutions (OR) Retired Govt. Medical officer with MBBS / MD	1. Doctorate or MD or Master degree in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Paediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university 2. Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s) 3. Knowledge of Computer Applications or Business Intelligence tools /Data Management 4. Minimum One-year experience	1. Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals 2. Supervise and monitor Field Survey Teams in structured way as per SOPs 3. Assist Project Management Unit in training & sensitizations of various stakeholders at various level as well, as other preparatory activities for the survey 4. Coordinate with Survey Team and State / local RNTCP team / National regional Institutes in establishing cluster survey activities 5. Create regular reports on survey activities and give feedback to Survey Team and appraise Nodal officer for Survey at National Institute for Research in Tuberculosis and other Stakeholders 6. Coordination with states for organizing training required for Survey	45 years for new candidates OR 70 years for retired Govt. employees.	Rs. 75,000

			degree having drawing pay in pay band of 15600-39000 or equivalent in VII pay scale and having adequate (minimum 10 years for MBBS and 6 years for MD) work experience in public health.	in RNTCP	7.Ensuring server maintenance, security and updates 8.Assist in ongoing, interim analysis of survey activities and results 9.Ensure timely completion of ongoing and pending activities 10. Any other job as assigned by PI		
2	Project Officer (Section Officer).	1 (UR)	Graduate in any discipline and 5 years' experience of administration/ Finance and Accounts work	<ol style="list-style-type: none"> 1. MBA / PG Diploma in finance 2. Experience of administrative work in Govt / PSU 3. Computer proficiency with packages like MS Word, Excel, power point, Outlook, Email operation etc. 4. Knowledge of dealing with files, Noting, Letter drafting etc 	<ol style="list-style-type: none"> 1. Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals 2. Review books of accounts for survey expenditure 3. Assist PMU in taking administrative matters including handling day to day expenditure of PMU and arrange for approvals expenditure done field survey team 4. Monitor Field Survey Teams especially for administrative (including procurement and expenditure) matters 5. Ensure regular, timely report on Statement of expenditure for each field activity 6. Undertake supervisory visits for internal review of expenditure by survey teams 7. Any other job as assigned by PI 	30 years	Rs.32,000
3	Senior Project Assistant	1 (UR)	12th Pass or equivalent from a recognized board with 5 years' experience of administrative work in Govt institutions or Graduate in any discipline with 2 years' experience of administration work in Govt institutions and A typing speed of 35 wpm in English or 10500 Key Depressions per hour in English	<ol style="list-style-type: none"> 1. Experience of administrative work in Govt / PSU 2. Experience in maintaining books of accounts / Audit & Talley software 3. Computer proficiency in commonly used packages like MS Word, Excel, power point, Outlook, Email operation etc., 4. Knowledge of dealing with files, Noting, Letter drafting etc., 	<ol style="list-style-type: none"> 1. Get trained in Protocol of National TB Prevalence Survey, India 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 regular, timely report of expenditure for each field activity 6. Undertake supervisory visits for internal review of expenditure by survey teams 	28 years	Rs.17,000

					7. Any other job as assigned by PI		
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Instructions:

Date and time of Video conference based interview:

14th Oct. 2020 from 11:30 onward through video conference. The link will be share on 14th Oct. 2020 and the screening will be done online from 09:00 am onwards. Eligible candidate will be allowed to appear for interview through videoconference. Time of interview will be informed at the time of screening.

If a candidate is not suitable for the post and no Candidate is available for said post then Candidate may be selected at lower post. The recruited candidate will have to give an undertaking for accepting the terms and conditions before joining.

GENERAL CONDITIONS:

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 conditions of employment will be the same as that of the project staff on contract basis. The candidates have no right to claim for any regular employment at this Institute. 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.
3. The qualifications can be relaxed in exceptionally bright and suitable candidate recommended by the selection committee.

For Global Fund for TB (2018-2021) project

S No	Requirements/Information	
1.	Name of post	Consultant (Accounts)
	No of vacancies	One
	Essential Qualifications	<p>Bachelor's Degree / Master's Degree in Commerce from a recognized University with sound knowledge of Accountancy and GFR with atleast 10 years' experience of Accounting Management from a reputed Institution/Project.</p> <p>OR</p> <p>Retired Government employee from the post of Section Officer or Account Officer or equivalent from Central Government or its Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs. 9300-34800 + Grade pay of Rs. 4800/- and above at the time of retirement and having at least 10 years work experience in the administration/finance and accounts matter.</p>
	Desirable	Proficiency in the latest Accounting packages and Knowledge of MS Office (Word, Power Point, Excel) along with latest version of Tally
	Age	Up to maximum 65 years
	Nature of duties	<ul style="list-style-type: none"> • Coordination of finance and administration related project activities and coordination at all sites. • Communication to National agencies, MOH&FW regarding Statement of Expenditure and Utilization reports. • Preparation of financial documents, Accounts books etc. • Any other work that may be assigned from time to time by the concerned ICMR officials • Job may require travel to the project field sites and attending outstation meetings.
	Consolidated Emoluments	Rs. 30,000/- p.m fixed without any other allowances
	Tenure	Initial for one year may be extended up to project period
	Place of work	ICMR Hqrs.

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Terms and Conditions:

1. Departmental candidates or candidates working/have worked on projects of ICMR Institutes/Centre's shall be given age relaxation to a minimum of five (5) years or a completed months/year based on earlier project service, whichever is less, they meet the essential qualification and experience prescribed for the post, with a view to provide them opportunity to compare with other candidates.
2. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No relaxation will be allowed in unreserved posts.
3. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by relevant authority. Experience shall count from the date of completion of minimum educational qualification.
4. Submission of incorrect or false information during the process of personal discussion and/or video conferencing shall disqualify the candidature at any stage.
5. Mere fulfilling the essential qualification / experience does not guarantee selection.
6. Candidates employed in Govt. Service / Semi Govt. Autonomous Bodies of State / Central Govt. should submit a "No Objection Certificate" from their employer.
7. Above post is contractual for the duration offered may or may not be renewed subject to satisfactory performance and requirement.
8. Age will be reckoned from last date of receipt of application.
9. This post is purely temporary and co-terminable with the project. Employees will be on consolidated pay basis.
10. The appointment will be made on the basis of results of personal discussions and / or video conferencing mode.
11. Selected candidate will not have any right to claim for regular appointment in the council on the basis of contract appointment.

12. Late received applications will not be considered. Only short-listed will be informed via Phone/email and called for interview/video-conferencing, no correspondence will be entertained in this regard.
13. Incomplete application, without photograph or without copies of relevant certificates will not be entertained. The Director ICMR reserves the right to increase/decrease the no. of posts or reject the applications or cancel the applications or cancel the notification without assigning any reason thereof.