

**INDO US TB PROJECT**  
**DEPARTMENT OF PREVENTIVE AND SOCIAL MEDICINE**  
**JIPMER, PUDUCHERRY – 605006**

**JIP/PSM/INDOUSTB/NP/2022/159**

**DATE: 02.06.2022**

**ONLINE INTERVIEW**

The following post to be filled purely on temporary basis under INDO-US TB Project, Dept. of Preventive and Social Medicine, JIPMER. Interested and eligible candidates may email their 2 page CV to the mail ID: [recruitment.indoustb@gmail.com](mailto:recruitment.indoustb@gmail.com). **(It is mandatory to mention the Name of the post applied in the subject of the email).** **Last date for sending the CV is 13.06.2022 (until 4.30 PM).** Candidates will be shortlisted based on their CV. The shortlisted candidates will receive an email confirmation which will also include details of the online interview. Selected and waitlisted candidates will be engaged in INDO US TB projects as and when required.

Sl.No	DESIGNATION	QUALIFICATION	ROLES AND RESPONSIBILITIES	NO. OF POST	SALARY	AGE LIMIT/ YEARS
1.	Database Manager	<p><u><b>Essential:</b></u></p> <ul style="list-style-type: none"> <li>PhD in Statistics/ computer science or Master's degree in Statistics/ computer science with minimum 4 years of experience in computer programming / database management in a research</li> </ul>	<ul style="list-style-type: none"> <li>Oversee the creation of all data collection instruments</li> <li>Develop data capture surveys (i.e. REDCap)</li> <li>Maintain and regularly back up official study databases</li> <li>Provide real-time monitoring of data collection activities for review by PIs</li> </ul>	1	Rs. 56,000/-	Upto 35 years

		<p>setting.</p> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Strong programming skills in SAS, R, or a related programming language.</li> <li>• Understanding of database issues of longitudinal studies.</li> <li>• Relational database experience preferred (MS Access or similar)</li> <li>• Data visualization experience preferred</li> <li>• Experience working with <b>REDCap</b>, preferred.</li> <li>• Analytic skills to maintain and organize large datasets</li> <li>• Superior organizational and data management skills</li> <li>• Ability to work with institutional IT representatives in integrating project needs with available institutional resources and initiatives.</li> <li>• Excellent oral and written communication skills</li> <li>• Strong analytic and computer skills with extensive knowledge of database management.</li> <li>• Prior team management and</li> </ul>	<p>and study teams.</p> <ul style="list-style-type: none"> <li>• Work with partner institutions to coordinate data resources</li> <li>• Apply appropriate data cleaning procedures, ensure data is formatted correctly for data collection and analysis, and assist study statistician as necessary to prepare data for statistical analysis</li> <li>• S/he will create and maintain programs (i.e., SAS, R or related) to manage, clean, generate study progress reports and create final analysis datasets.</li> <li>• Work with the study team to develop reporting procedures and generate reports on study progress for use by the study team</li> <li>• Provide leadership on all aspects of data management</li> <li>• Participate in study team and co-investigator meetings</li> <li>• Always ensure adequacy, accuracy and legitimacy of data</li> <li>• Support others in the daily use of data systems</li> <li>• Assist with quality database design</li> <li>• Extract reports and data when needed</li> <li>• Supporting the database set up activities as assigned by Senior Data Scientist</li> <li>• Liaison with Investigators to smooth process of data management</li> </ul>	
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2.	Research Associate I	<ul style="list-style-type: none"> <li>• Prior team management and leadership experience.</li> <li>• Excellent understanding of data administration</li> <li>• Proficient in MS Office (Excel, Access, Word etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Helping and overseeing day to day lab activities in the laboratory</li> <li>• Research and laboratory activities from time to time</li> <li>• Duties assigned by PI, and other duties that arise from time to time.</li> <li>• To provide subject-specific research expertise to, and undertake specific research work for the Principal Investigator (PI)</li> <li>• Writing up results of research and contributing to publishing of results in high quality peer-reviewed academic literature.</li> <li>• Conduct individual and collaborative research projects. Take a lead in the implementation and execution of the project</li> </ul>	1	Upto 35 years
3.	Project Technical Officer (Regulatory Coordinator)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• PhD in any lifesciences degree from a recognized university with Minimum 3 years' experience in research projects</li> <li>• Experience in molecular and immunological techniques.</li> <li>• Minimum of 2 publications in Pubmed indexed journals.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Master's in MPH/ Life science from a recognized university.</li> <li>• Minimum 2 year of experience in National/ International research projects.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in the field of Tuberculosis research.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of new study proposals, related amendments, annual progress reports and all required notifications to JIPMER JSAC and IEC</li> <li>• Correspondence with JIPMER JSAC/ IEC/ SCTRC/ MOU committees</li> <li>• Ensuring all study approvals (DBT NOC, HMSC) are in place before initiation of study</li> <li>• Ensuring the study is in accordance with</li> </ul>	1	Upto 30 years

Rs. 47,000/- +16% HRA

Rs. 35,000/-

4.	Project Officer Coordinator	<ul style="list-style-type: none"> <li>• Knowledge of regulatory aspects of clinical research.</li> </ul>	<ul style="list-style-type: none"> <li>• appropriate regulations, institutional policies and SOPs.</li> <li>• Assist PI in preparation of new research proposals and amendments.</li> <li>• Assisting the PI in new grant submissions.</li> <li>• Prepares and submits regulatory documents to Sponsor and JIPMER IRB and to work with research team to ensure submission documents are up-to-date.</li> <li>• Maintenance of master files of all regulatory –related documents and study grant agreements</li> <li>• Duties assigned by PI, and other duties that arise from time to time.</li> </ul>	1	Rs. 35,000/-	Upto 30 years
		<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Master's in Life science/ MPH from a recognized university.</li> <li>• Minimum 2 year of experience in National/ International research projects.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in the field of Tuberculosis research.</li> <li>• Survey/Field experience</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination with the study staff (MSW, JN) for the proper functioning of the study</li> <li>• Coordinating with the local health authorities for the smooth conduct of the study</li> <li>• Develop, implement and maintain research standard operating procedures.</li> <li>• Develop reporting procedures and generate reports on study progress.</li> <li>• Monitoring of electronic database of the assigned projects; resolving all data queries</li> <li>• Overseeing the study funding</li> <li>• Recording and documenting training of study staff; maintains all documents and records related to the study</li> <li>• Attend conference calls and all other</li> </ul>			

				<ul style="list-style-type: none"> <li>meeting related to the study.</li> <li>Ensuring and managing inventory to conduct all study activities</li> <li>Duties assigned by PI, and other duties that arise from time to time.</li> </ul>				
5.	Research assistant (Medical Social Worker)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Master's degree in social work/sociology from a recognized university.</li> <li>Minimum 2 years' experience in TB research projects from a recognized institution/hospital.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Proficiency in speaking, writing and reading Tamil and English.</li> <li>Expertise in working with NTEP programmes.</li> </ul>	<ul style="list-style-type: none"> <li>Consenting and enrollment of participants.</li> <li>Co-ordinating with junior nurse for sample collection.</li> <li>Filling CRF.</li> <li>Query management.</li> <li>Chest X-ray: coordination with readers.</li> <li>Other project related duties that arise from time to time.</li> </ul>	1	Rs. 30,000/-	Upto 35 years		
6.	Junior Nurse	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>B.Sc. Nursing from a recognized university</li> <li>Minimum 2 years' work experience in a reputed institute/hospital.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience in TB related research projects.</li> <li>Experience in sample collection and clinical examination</li> <li>Proficiency in speaking, writing and reading Tamil and English.</li> </ul>	<ul style="list-style-type: none"> <li>Enrollment of patients along with MSW in the field.</li> <li>Maintenance of Consent forms and CRFs.</li> <li>Sample collection, transport and proper handing over to lab.</li> <li>Having a check on Field material supplies.</li> <li>Chest X-ray: coordination with readers.</li> <li>Calling DMC, if MSW is not available.</li> </ul>	1	Rs. 30,000/-	Upto 35 years		
7.	Technical assistant (Data)	<p><b>Essential:</b></p>	<ul style="list-style-type: none"> <li>Prepares, compiles, and sorts documents</li> </ul>	1	Rs. 25,000/-	Upto 30 years		

		<ul style="list-style-type: none"> <li>• Bachelor degree in any discipline.</li> <li>• 2 years' experience in research projects in a reputed Institute/hospital.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience with Microsoft Office (Microsoft Excel, Microsoft Word) with email, cloud storage, and video conferencing.</li> </ul>	<ul style="list-style-type: none"> <li>• for data entry.</li> <li>• Verifies and logs receipt of data.</li> <li>• Transcribes source data into the required electronic format.</li> <li>• Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.</li> <li>• Assists data managers and other positions in quality assurance, data collection and management.</li> <li>• Verifies integrity of data by comparing it to source documents.</li> <li>• Reviews data for errors, missing pages, or missing information and resolves any discrepancies.</li> <li>• Performs regular backups to ensure data preservation.</li> <li>• Responds to requests to retrieve data from the database or electronic filing system.</li> </ul>			
8.	Technical assistant (Finance)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• B.Com with 1 year working experience of administration/finance and accounts work</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Working experience in computer applications</li> <li>• Tamil translation and typing (Lower)</li> </ul> <p><b>Essential:</b></p>	<ul style="list-style-type: none"> <li>• Preparing procurement bills, staff salary, initiating payment to companies.</li> <li>• Coordinating with JIPMER Accounts Section/ finance wing as and when required.</li> </ul>	1	Rs. 20,000/-	Upto 30 years.
9.	Technical assistant	<p><b>Essential:</b></p>	<ul style="list-style-type: none"> <li>• Packaging and transport</li> </ul>	1	Rs. 20,000/-	Upto 30 years

	(Lab)	<ul style="list-style-type: none"> <li>Bachelor degree in lifescience from a recognized university with minimum 3 years' experience in a recognized Institute/ hospital.</li> </ul>	<ul style="list-style-type: none"> <li>Sample collection and preparation</li> <li>Query rectification</li> <li>Stock maintenance</li> <li>Maintaining specimens, collection log and sample registers</li> <li>Entering the barcoded samples</li> </ul>		Upto 30 years
10.	Driver	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Matriculation or SSLC or equivalent from a recognized institution</li> <li>Driving licence</li> <li>Minimum 5 years professional experience in driving car.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of project vehicle</li> <li>Driving teams to study area in time and helping field teams in logistics</li> <li>Sample pickups from different study areas</li> <li>Updating daily activities to Project coordinator</li> <li>Performing all activities assigned by PI and Project coordinator from time to time.</li> <li><b>Travel long distances and working during night hours in case of emergency situations</b></li> </ul>	Rs. 15,000/-	

**NOTE:**

- Validity of the selected list is valid for **One year** from the date of publication of results and renewable accordingly.
- Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- Experience in Tuberculosis research will be considered as the most desired qualification and upper age limit may be relaxed based on experience in TB research.
- The posts are purely on contract basis for an external sponsored project, and no claim for any other regular post in JIPMER shall be entertained.
- Valid email id and mobile number on CV is required.**

7. Consolidated salary of the post may vary based on the experience of the candidate and the post sanctioned by the funding agency. No other allowance facilities other than consolidated salary shall be extended.
8. Decision of the Principal Investigator will be final.
9. No TA/ DA will be paid for the interview.
10. Canvassing of any kind will lead to disqualification.
11. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
12. If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
13. The appointee may be relieved from the current job position, with one month prior notice, failing to do so may be held responsible for paying one month salary.



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Principal Investigator

Principal Investigator  
Indo-US TB Project  
JIPMER, Puducherry