

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

JIP/PSM/INDOUSTB/NP/2021/82

DATE: 15 May 2021

**ONLINE INTERVIEW**

The following positions 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). **(Please mention the Name of the post applied in the subject of the email)**. Last date for sending the CV is 25.05.2021 (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 POSTS	SALARY (per month)	AGE LIMIT/ YEARS
1.	Research assistant (Medical Social Worker)	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in social work/sociology from a recognized university.</li> <li>• Minimum 3 years' experience in TB research projects from a recognized institution/hospital.</li> </ul> <p><b><u>Desirable :</u></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>	4	Rs. 30,000	Upto 35 years

2.	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>	5	Rs. 30,000	Upto 35 years
3.	Project Technical Officer (Regulatory Coordinator)	<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> <li>• Knowledge of regulatory aspects of clinical research.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall coordination of the study team.</li> <li>• Assist PI in preparation of new research proposals and amendments.</li> <li>• Correspondence with JIPMER IRB / IEC and other study site IRBs.</li> <li>• Submission of study proposals, amendments, annual progress reports and notifications to IRB.</li> <li>• Maintenance of study grant agreements and key regulatory documents.</li> <li>• Attending ZOOM meetings/ Conference calls.</li> <li>• Duties assigned by PI, and other duties that arise from time to time.</li> </ul>	1	Rs. 35,000	Upto 30 years
4.	Project Technical Officer (Regulatory Coordinator)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Master's in MPH/ Life science from a recognized university.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in the field of</li> </ul>	<ul style="list-style-type: none"> <li>• Overall coordination of the study team.</li> <li>• Assist PI in preparation of new research proposals and amendments.</li> <li>• Correspondance with JIPMER IRB / IEC and other study site IRBs.</li> <li>• Submission of study proposals, amendments, annual progress reports and notifications to IRB.</li> </ul>	1	Rs. 30,000	Upto 30 years

		<p>Qualitative research.</p> <ul style="list-style-type: none"> <li>• Knowledge of regulatory aspects of clinical research.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of study grant agreements and key regulatory documents.</li> <li>• Attending ZOOM meetings/ Conference calls.</li> <li>• Duties assigned by PI, and other duties that arise from time to time.</li> </ul>			
5.	Technical assistant (Finance)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• M. Com / MBA Finance 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>• Experience in accounts, purchase, salary processing,</li> <li>• Supply chain management</li> <li>• Tamil translation and typing</li> </ul>	<ul style="list-style-type: none"> <li>• Management of online Fund Management System -STHIRA Software.</li> <li>• Preparing procurement bills, staff salary, initiating payment to companies.</li> <li>• Requesting cash advance and submission of bills.</li> <li>• Placing supply orders to the company.</li> <li>• Preparation of UC/SOE for the project along with Research Officer</li> <li>• Co-ordinating with JIPMER Accounts Section/ finance wing as and when required</li> <li>• Updating e-promise website regularly in supervision of Research Officer.</li> <li>• Co-ordinating with PM for each year budget submission in e-promise.</li> </ul>	1	Rs. 25,000	Upto 30 years.
6.	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>	<ul style="list-style-type: none"> <li>• Preparing procurement bills, staff salary, initiating payment to companies.</li> <li>• Co-ordinating with JIPMER Accounts Section/ finance wing as and when required.</li> </ul>	1	Rs. 20,000	Upto 30 years.
7.	Research Associate	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Ph.D. in Microbiology/ Biochemistry/ Medical laboratory Technology from a recognized university (Or)</li> </ul>	<ul style="list-style-type: none"> <li>• Helping and overseeing day to day lab activities in the laboratory</li> <li>• Sample shipment</li> <li>• Research and laboratory activities from time to time</li> </ul>	1	Rs. 36,000	Upto 35 years

		<p>Master's degree in Microbiology/ Biochemistry/ Medical laboratory Technology from a recognized university with 3 years' work experience in Research/Lab.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.</li> </ul>				
8.	Lab technician	<p><b>Essential:</b> D.M.L.T with 60% aggregate marks from a recognized university with minimum 4 years' experience in a recognized Institute/ hospital.</p>	<ul style="list-style-type: none"> <li>Packaging and transport of samples</li> <li>Maintaining specimens, collection log and sample registers</li> <li>Sample collection and preparation</li> <li>Entering the barcoded samples</li> </ul>	1	Rs. 20,000	Upto 40 years
9.	Lab technician	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Master's degree in lifesciences from a recognized university.</li> <li>Minimum 3 years lab related experience in recognized Institute/ hospital.</li> </ul>	<ul style="list-style-type: none"> <li>Packaging and transport of samples</li> <li>Query rectification</li> <li>Stock maintenance</li> <li>Preparing SOP , MOP and budget.</li> <li>Maintaining specimens, collection log and sample registers</li> <li>Entering the barcoded samples</li> </ul>	2	Rs. 30,000	Upto 40 years
10.	Senior technical assistant (Lab)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Ph.D. in Microbiology/ Biochemistry/ Medical laboratory Technology from a recognized university with years' work experience in Research/Lab.</li> </ul> <p>(Or)</p> <p>Master's degree in</p>	<ul style="list-style-type: none"> <li>Helping and overseeing day to day lab activities in the laboratory</li> <li>Sample shipment</li> <li>Research and laboratory activities from time to time</li> </ul>	1	Rs. 38,000	Upto 40 years

		<p>Microbiology/ Biochemistry/ Medical laboratory Technology from a recognized university with 5 years' work experience in Research/Lab.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.</li> </ul>				
11.	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> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Minimum 5 years working 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 co-ordinator</li> <li>Performing all activities assigned by PI and Project co-ordinator from time to time.</li> <li><b>Travel long distances and working during night hours in case of emergency</b></li> </ul>	1	Rs. 16,000	Upto 35 years

**NOTE:**

1. Validity of the selected list is valid for **One year** from the date of publication of results and renewable accordingly.
2. 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.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
4. Experience in Tuberculosis research will be considered as the most desire qualification and upper age limit may be relaxed based on experience in TB research.
5. 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.
6. **Valid email id and mobile number is compulsory.**
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.

  
15/11/21

**Principal Investigator**

**Principal Investigator  
Indo-US TB Project  
JIPMER, Puducherry**