

National Institute of Epidemiology
(INDIAN COUNCIL OF MEDICAL RESEARCH)
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Online applications are invited upto **21.03.2016** for the following posts on contract basis for the long-term project “**Model District for Public Health Preparedness, Surveillance and Response: Multi-Strategic Integrated Approach in Tiruvallur District, Tamilnadu, India**” at NIE, as detailed below:

Name of the post	Program Coordinator (Scientist – D) (Medical)
Number of posts	One (1-UR)
Posting at	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	Post graduate degree (MD/DNB/MPH/MAE) with five year R&D/ teaching experience in Community Medicine/Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/ Health Administration/ Family Medicine/ Epidemiology/ Public Health from recognized university. OR Postgraduate diploma in Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Tropical Medicine/ Community Health Administration/ Health Administration/ Family Medicine/ Epidemiology/ Public Health/ Child Health with six years R&D/ teaching experience in the above subjects from recognized university. OR MBBS degree recognized by MCI or equivalent degree from recognized University with 8 years R&D/ teaching experience in the relevant subjects (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Community Health Administration/ Health Administration/ Epidemiology/ Public Health) after MBBS degree. OR BDS/ BVSc & AH degree recognized by DCI/ VCI with 9 years R&D/ Teaching experience in Public Health after BDS/ B.V.Sc degree.
Desirable Qualification and Experience	a) Additional Doctoral/Post-doctoral research/ teaching experience in above subjects in recognized institute(s). b) Experience of working in Health sector, ICMR, AYUSH, NRHM, NACO, etc. or in the Scientific Departments/Organisations with experience in project management c) Knowledge of Computer Applications or Business Intelligence tools/ Data Management. d) Working experience in Government sector/PSU or any reputed organization in management of research/programme activities
Emoluments	Consolidated salary of Rs.61,770/- + HRA per month
Notes	a) MD/MDS/ PhD in the relevant subject shall be treated equivalent to three years experience. b) MPH/MAE/MVSc/Postgraduate Diploma in above subjects shall be treated equivalent to two years experience.
Age Limit	No age limit
Nature of Duties	a) To provide support for planning, managing and implementation of various components of the project b) Coordinate with district level officials in the implementation of the project c) To monitor the physical and financial progress of implementation of different components of the project d) Prepare the technical reports on status of the programme implementation. e) Conduct meetings/workshops/training programs f) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Scientist C (Medical) (Public health) (Approach Coordinator)
Number of posts	Five (5) (UR-2, OBC-2, SC-1)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	Post graduate degree (MD/DNB/MPH/MAE) with one (1) year R&D/ teaching experience in Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health from recognized university. OR Postgraduate diploma in Community Medicine/Preventive & Social Medicine/ Pediatrics/ Tropical Medicine/ Community Health Administration/ Health Administration/ Family Medicine/ Epidemiology/ Public Health/ Child Health with two (2) years R&D/ teaching experience in the above subjects from recognized university. OR MBBS degree recognized by MCI or equivalent degree from recognized University with four (4) years R&D/ teaching experience in the relevant subjects (Community Medicine/Preventive & Social Medicine/ Pediatrics/ Community Health Administration/ Health Administration/ Epidemiology/ Public Health) after MBBS degree. OR BDS/ B.V.Sc & AH degree recognized by DCI/ VCI with five (5) years R&D/Teaching experience in Public Health after BDS/ B.V.Sc degree.
Desirable Qualification	a) PhD/MD/MPH/MAE in the above subjects from a recognized university. b) Additional Post doctoral research/ teaching experience in above subjects in recognized institute(s) c) Knowledge of Computer Applications/Data Management
Emoluments	Consolidated salary of Rs.59,108/- +HRA per month.
Notes	a) MD/MDS/PhD in the above subjects shall be treated equivalent to three years experience. b) MPH/MAE/MVSc/Postgraduate Diploma in above subjects shall be treated equivalent to two years experience.
Age Limit	No age limit
Nature of Duties	a) To provide support for planning, managing and implementation of various components of the project b) Coordinate with district level officials in the implementation of the project c) Prepare study protocols/SOPs/teaching and training materials d) Supervise data collection/project implementation e) Analyse data and prepare the technical reports on status of the programme implementation f) Conduct meetings/workshops/training programs g) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Scientist C (Medical/Non-Medical) (Laboratory Trainer)
Number of posts	Two (2-UR)
Place of posting	NIE, Chennai/Tiruvallur Field Office
Essential Qualification	MD (Microbiology) with one (1) year R&D/ teaching experience OR First class Master's degree in Microbiology/Medical Lab Technology from a recognized university with four (4) years R&D/ teaching experience in the relevant subject after 1st Class Master's Degree. OR Second class M.Sc + Ph.D degree, both in Microbiology/Medical Lab Technology from a recognized University with four (4) years R&D/ teaching experience in the relevant subject after M.Sc + Ph.D.
Desirable Qualification	a) Doctoral degree/Post-doctoral experience in Microbiology/Medical Lab Technology/Molecular Biology/Infectious diseases b) Knowledge of Computer Applications/Bioinformatics.
Emoluments	Consolidated salary per month Medical: Rs.59,108/- +HRA Non Medical: Rs.47,286/- +HRA

Notes	PhD in the relevant subject shall be treated equivalent to three years experience.
Age Limit	No age limit
Nature of Duties	a) To provide support for planning, managing and implementation of laboratory components of the project b) Coordinate with district level officials in the implementation of the project c) Prepare study protocols/SOPs/teaching and training materials d) Supervise data collection, transport, testing, reporting, QA/QC e) Prepare the technical reports on status of the programme implementation f) Conduct meetings/workshops/training programs g) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Scientist -C (Non-medical) (Data Manager)
Number of posts	Two (2) (UR-1, OBC-1)
Place of posting	NIE, Chennai/Tiruvallur Field Office
Essential Qualification	B.E/ B.Tech. in Computer science/ Information technology from a recognized university with 6 years of experience in ASP.NET, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET after bachelor's degree OR First class Master's degree Computer science/ Computer applications/ Information technology from a recognized university with 4 years of experience in ASP.NET, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET after Master's degree OR Second class Master's degree + Ph.D degree in Computer science/ Computer applications/ Information technology from a recognized university with 4 years of experience in ASP.NET, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET
Desirable Qualification and Experience	a) M.E/ M.Tech Degree Computer science/ Information technology from a recognized university. b) Additional Postdoctoral research/ teaching experience in relevant subjects in recognized institute(s) c) Any additional experience of HTML5 and JQuery would be beneficial. d) Additional experience with mobile platform Application Programming Interfaces (API) like Apple iOS, Android, Windows Mobile would be beneficial e) Knowledge of Computer Applications or Business Intelligence tools/ Data Management.
Emoluments	Consolidated salary of Rs.47,286/- +HRA per month.
Notes	1) Ph.D in the relevant subject shall be treated equivalent to three years of experience. 2) Postgraduate Diploma / M.Tech/Master degree in relevant subject shall be treated equivalent to 2 years of experience.
Age Limit	No age limit
Nature of Duties	a) Supervision of the staff b) Coordination with various stakeholders & Development of training material c) Determines data needed to be collected and the appropriate data resources d) Assists in setting-up, testing, and implementation of data collection software e) Develops data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage. Develops and implements evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure f) Design, code and test new Windows and web software applications g) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Scientist-B (Medical) (Team Leader)
Number of posts	One (1-SC) (Note: In case of non availability of SC candidate, other category of candidate will be considered.)

Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	MBBS/BDS/B.V.Sc & AH recognized by MCI/ DCI/VCI respectively
Desirable Qualification	a) MD/MPH/MAE in Public Health/Community Medicine/Preventive and Social Medicine/Epidemiology from a recognized university. b) Knowledge of Computer Applications/Data Management c) Experience of field-based health-related research, including field supervision and data collection d) Proficient to speak and read in Tamil
Emoluments	Consolidated salary of Rs.55,913/- +HRA per month.
Age Limit	No age limit
Nature of Duties	a) Work along with investigators to finalise the protocol for need assessment and surveillance evaluation b) Coordinate with various stake holders c) Plan the field work, supervise the field activities d) Conduct data analysis and prepare the reports e) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Scientist-B (Non Medical) (Team Leader)
Number of posts	One (1-ST) (Note: In case of non availability of ST candidate, other category of candidate will be considered.)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	1st class Master's degree in Public Health/Epidemiology/Health sciences/Sociology/Social Work/Psychology/Population Sciences/Economics from a recognized university OR 2nd Class M.Sc + Ph.D degree in above subjects from a recognized University
Desirable Qualification	a) Knowledge of Computer Applications/Data Management b) Experience of field-based research, including field supervision and data collection c) Proficient to speak and read in Tamil
Emoluments	Consolidated salary of Rs.44,730/- +HRA per month.
Age Limit	No age limit
Nature of Duties	a) Work along with investigators to finalise the protocol for need assessment and surveillance evaluation b) Coordinate with various stake holders c) Plan the field work, supervise the field activities d) Conduct data analysis and prepare the reports e) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Project Assistant (Field)
Number of posts	Fifteen (15) (UR-4, OBC-5, SC-6)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	Graduate with one year experience preferably in health related research or health related field projects with proficiency in Tamil language
Desirable Qualification	a) Masters in Social Sciences/Public health/Epidemiology/Social work/Life Sciences b) Experience in field based data collection
Emoluments	Consolidated salary of Rs.28,755/- per month.
Age Limit	No age limit
Nature of Duties	a) Field/facility based data collection b) Coordination with local authorities/community c) Preparation of data collection tools d) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Project Assistant (Laboratory)
Number of posts	Two (2) (UR-1, OBC-1)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	a) Graduate in Science/ Microbiology/ Medical Lab Technology from a recognized university with one year DMLT course from a recognized institution or b) Graduate with one year lab experience from a recognized institution.
Desirable Qualification	Hands-on experience in clinical microbiological techniques viz. collection of clinical specimens, processing, culture, bacterial identification, antibiotic sensitivity testing; serological assays viz. ELISA, Widal etc.
Emoluments	Consolidated salary of Rs. 28,755/- per month.
Age Limit	No age limit
Nature of Duties	a) Clinical specimen collection (at facility or in field), processing, transport, storage b) Culture, bacterial identification, antibiotic sensitivity testing c) Serological testing d) Documentation and maintenance of laboratory records e) Biowaste management f) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 3 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Junior nurse
Number of posts	Five (5) (UR-3, OBC-1, SC-1)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	10th pass with Science Subjects with Certificate course in ANM from recognized Institute/ board with 5 years nursing experience.
Emoluments	Consolidated salary of Rs.17,040/- per month.
Age Limit	No age limit
Nature of Duties	a) Clinical history/examination b) Collection of biological samples for laboratory testing c) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Data Entry Operator- A
Number of posts	Ten (10) (UR-6, OBC-3, SC-1)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	12th Pass in Science Stream with Mathematics as a subject from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer.
Desirable Qualification and Experience	Conversant with various computer programming including MS Word, Excel and simple statistical packages
Age Limit	No age limit
Emoluments	Consolidated salary of Rs.16,188/- per month.
Nature of Duties	a) Data entry of the study tools b) Administrative work related to the project c) Any other work assigned by the Director/PI/Co-PI/Superior officer
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Administrative Officer
Number of posts	One (1-UR)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	1) Graduate in any subject; 2) Five years experience as Section officer/ Private secretary in Administration and Accounts;

Desirable Qualification	a) Working experience in Govt. Institutes b) At least 2 years experience in supervisory capacity
Emoluments	Consolidated salary of Rs.44,730/- +HRA per month.
Age limit	No age limit
Nature of Duties	a) Man power & Inventory management. b) Settlement of claims & fund management. c) Pay processing and evaluation, issue of purchase orders. d) Any other work assigned by the Director/PI/Co-PI or any superior officer.
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Project Secretary (Section Officer)
Number of posts	Four (4) (UR-3, SC-1) (One each for Establishment/ Accounts/ Stores/ Bills)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	Graduate in any subject with 5 years experience in Accounts or Administrative areas.
Desirable Qualification	Working experience in Govt. Institutes
Emoluments	Consolidated salary of Rs.29,607/- per month.
Age Limit	No age limit
Nature of Duties	a) Recruitment of manpower as per norms. b) Supervision and guidance of subordinate staff and monitoring of their performance. c) Preparation of pay bills, processing of claims and fund management. d) Preparation of tender documents and comparative statements. e) Maintenance of store records and monitoring supply/ issue of stores. f) Project secretarial work. g) Any other work assigned by the PI or any superior officer.
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Clerk (Upper Division Clerk)
Number of posts	Four (4) (UR-2, OBC-1, SC-1)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	(i) 12th pass or equivalent from a recognized board with 8 years experience in Accounts/ Administration. (ii) A typing speed of 35 WPM in English on computer or 8000 KDPH in English.
Emoluments	Consolidated salary of Rs.16,188/- per month.
Age Limit	No age limit
Nature of Duties	a) Preparation of budget and utilization statements. b) Preparation of pay bills & returns. c) Processing of TA claims. d) Maintenance of accounts, store records, receipts & issue of stores etc., e) Maintenance of service records. f) Preparation of letters etc., g) Any other work assigned by the PI or any superior officer.
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Name of the post	Attendant (Multi Tasking Staff)
Number of posts	Two (2) (UR-2)
Place of posting	NIE, Chennai/ Tiruvallur Field Office
Essential Qualification	10 th Pass/ High school/ matric/ equivalent.
Emoluments	Consolidated salary of Rs.14,910/- per month.
Age Limit	No age limit
Duration	Initial appointment will be 6 months (renewable for the project duration subject to performance and project requirement)

Instructions to the applicant:

1. In the online application all the fields should be filled. No field should be left blank.
2. Clear proof of Qualifications, Experience, Caste / Community should be attached.
3. Candidates should avoid to upload mobile images.
4. Incomplete application or Application without supportive evidence asked for shall be summarily rejected.
5. Date / time of written test/ interview will be intimated through email for Eligible/ Shortlisted candidates.
6. Candidate should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates will not be considered.
7. Experience certificate clearly stating the nature of work during the period of employment.
8. Community/ Caste certificate; Candidates applying under OBC category, shall submit attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the closing date of application by the appropriate authority.
9. No- Objection Certificate from the current employer (for Govt. Servants only).
10. All posts are Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance.
11. The incumbents selected will have no claim for regular appointments under NIE/ICMR or continuation of his/her services in any other project.
12. TA/DA will not be paid by NIE for attending the written test/ interview.

The Director/Selection Committee has the right to accept / reject any application without assigning any reason thereof and no recommendation in this matter will be entertained.

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

Click the below link or copy paste the following URL in the browser window for online application form

http://www.nie.gov.in/emp_form/

DIRECTOR