



Ref: NIRT/PROJ/RECTT/2019-20

Dt: 13.05.2019

Project: “District wise prevalence of microbiologically confirmed pulmonary tuberculosis in Tamil Nadu”

Walk-In-Written Test/Interview

Tuberculosis Prevalence Survey is a time bound activity and is crucial for Ending TB in India and 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 continuous 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.

Candidates are invited to attend Walk-In Interview / Written Test for the below mentioned posts.at **ICMR-National Institute for Research in Tuberculosis, No.1, Mayor Satyamoorthy Road,Chetpet,Chennai-600031.**

For details of post, eligibility, salary, etc. please visit www.nirt.res.in

S. NO.	Contractual Post	Consolidated Monthly Salary	Upper age limit	No. of Posts	Date of Interview
1.	Consultant(Survey Co ordinator)[CPMU staff]	Rs.75,000/-	45 years	1	29.05.2019
2.	Consultant(Data Manager) [CPMU staff]	Rs.57,660/-	45 years	1	29.05.2019
3.	Consultant(Accounts & Finance)[CPMU staff]	Rs.57,660/-	60 years	1	29.05.2019
4.	Senior Project Assistant(UDC) [Both CPMU &Field team Staff]	Rs.17,000	28 years	7[UR-4,OBC-2,SC-1]	29.05.2019
5.	Multi Tasking Staff(Sweeper) [Both CPMU &Field team Staff]	Rs.15,800	25 years	6[UR-3,OBC-1,SC-1,EWS-1]	29.05.2019
6.	Multi Tasking Staff(Helper) [Field team Staff]	Rs.15,800	25 years	5[UR-2.OBC-2,SC-1]	29.05.2019
7.	Project Technician III(laboratory Technician) for IRL [Field team Staff]	Rs.18,000/-	30 years	4 [UR-1,OBC-1,SC-1,EWS-1]	30.05.2019

S. NO.	Contractual Post	Consolidated Monthly Salary	Upper age limit	No. of Posts	Date of Interview
8.	Project Technician III(Laboratory Technician) for field [<i>Field team Staff</i>]	Rs.18,000/-	30 years	15[UR-8,OBC-4,SC-2,EWS-1]	30.05.2019
9.	Project Technician III(X-ray Technician) for field [<i>Field team Staff</i>]	Rs.18,000	30 years	10[UR-5,OBC-2,SC-2,EWS-1]	30.05.2019
10.	Project Technician II(Health Assistant) [<i>Field team Staff</i>]	Rs.17,000	28 years	30[UR-13,OBC-8,SC-6,EWS-3]	30.05.2019
11.	Project Technician II(Laboratory Assistant)[<i>Field team Staff</i>]	Rs.17,000	28 years	5[UR-2,OBC-1,SC-1,EWS-1]	30.05.2019
12.	Project Technical Officer (Senior Investigator) [<i>Field team Staff</i>]	Rs.32,000	30 years	5 [UR-2, OBC-1, SC-1, ST-1]	31.05.2019
13.	Project Technical Officer (Medical Social Worker)[<i>Field team Staff</i>]	Rs.32,000	30 years	5 (UR-2, OBC-1, SC-1, ST-1)	31.05.2019
14.	Project Assistant (Field investigator) Social Worker[<i>Field team Staff</i>]	Rs.31,000	30 years	10 (UR-4, OBC-3, SC-2, ST-1)	31.05.2019
15.	Driver [<i>Field team Staff</i>]	Rs.16,000	25 years	5[UR-2,OBC-1,SC-1,EWS-1]	31.05.2019
16.	Data Entry Operator (Grade B) [<i>Field team Staff</i>]	Rs.18,000	28 years	5 (UR-2, OBC-2, SC-1)	31.05.2019

S. No.	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
1	Consultant [Survey Coordinator]	1	M.B.B.S degree with 4 years experience Or Post Graduate diploma in medical subjects after MBBS with 2 years experience Or Post Graduate Degree (MD/MS/DNB) after MBBS with one year experience	<ol style="list-style-type: none"> 1. Doctorate or MD or Master degree in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ 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 in RNTCP 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu 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 stake holders at various level as well, as other preparatory activities for the survey 4. Coordinate with Survey Team and State / local RNTCP team / 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 districts for organizing training required for Survey 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 <p>Any other job as assigned by PI</p>

S. No.	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
2.	Consultant (Data manager)	1	<p>Master's degree in Computer Application/ Information Technology/ Computer Science from a recognized institution.</p> <p>(OR)</p> <p>B.E/ B.Tech in Computer Engineering/ Computer Science/ Computer Technology/ Information Technology from a recognized institution/ university with 2 years' experience in relevant areas of programming or information system in Government, autonomous, PSU, etc., recognized organizations..</p>	<ol style="list-style-type: none"> 1. Be a Team leader and motivator for Data Management 2. Proven extensive experience with large-scale surveys 3. Appropriate skills for building and maintaining relational databases 4. Able to carry out merging of databases 5. Able to carry out and validate double data-entry procedures 6. Analytical skills to provide summary statistics and identify systematic entry errors <p>Good administrative skills including maintenance of adequate documentation</p>	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals 2. Serve as Lead Data Manager for National TB Prevalence Survey assuming responsibility for Data Monitoring and Management activities including maintenance of the Data Management Plan, data review and query management, data access and visualization, Data Management metrics reporting, database release, and submission related activities. 3. Independently lead the daily Data Management activities 4. Coach junior data staff in the study and perform peer review of study Data Management deliverables for quality control 5. Be responsible to achieve the study Data Management milestone on time with good quality. 6. In collaboration with the Survey Coordinator and Monitors, ensure operational excellence across all Data Management deliverables. 7. Ensure lessons learnt during the course of the study are documented and shared with other study teams to facilitate cross study learning. 8. Be capable to contribute on the DM related continuous improvement activities 9. Ensure that data are properly stored and backed up 10. Check validated data files regularly for systematic errors (cleaning) 11. Report without delay any problems encountered in data management. Any other job as assigned by PI

S. No.	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
3.	Consultant (Finance and Accounts)	1	Three years Bachelor's degree in any discipline from a recognized university with three years experience as section Officer/Assistant/Accountant in a recognized institute/department/organization .	Candidates having M.com and underwent ISTM training.	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Assist the Survey Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey. 3. Establish Survey site for each cluster. 4. Plan cluster activities in advance and delegate all responsibilities in survey team. 5. Coordination & supervision of all activities in the cluster during survey including enumeration, enrolment of eligible, interview of participants, X-Ray of all participants, Blood and sputum collection, maintaining cold-chain, transportation etc. 6. Use IT system for daily monitoring of progress and take timely corrective action for maintain highest quality and participation & completion of survey activities. 7. Regularly communicate and comply central PMU 8. Establishing coordination and support from local health facilities and authorities for survey activities. 9. Ensure that electronic attendance register is maintained for Survey Team as well as supervisory officers, support staff etc. for each cluster. 10. Any other job as assigned by Survey PMU.

S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
4.	Senior project Assistant(UDC)	7	.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 and A speed test of not less than 8000 Key Depressions per hour(KDPH) on computer.	<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 State TB Prevalence Survey, Tamil Nadu 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 timey hiring and purchasing items from local market for smooth cluster operations 6.Ensure regular, timely report of expenditure for each field activity 7.Ensure timely approval and payments against the approved expenditure as per survey guidelines. 8.Undertake supervisory visits for internal review of expenditure by survey teams. 9. Any other job as assigned by PI
5.	Multi Tasking (Sweeper)	6	High school or Equivalent.	Experience of working in Field surveys and health programs.	<ol style="list-style-type: none"> 1. Get oriented in requirements of State TB Prevalence Survey, Tamil Nadu 2. Arranging drinking water, tea for meetings and stfff memnbers etc. 3. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.

S. No.	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
6.	Multi Tasking (Helper)	6	High school or Equivalent.	Experience of working in Field surveys and health programs.	<ol style="list-style-type: none"> 1. Get oriented in requirements of State TB Prevalence Survey, Tamil Nadu Assist in establishing central survey site at the central place in cluster or near strategic location near SC / PHC / CHC / GH. 2. Arrange interview sites with hired tables chairs, Canopy Booths, banners, erecting tents, etc. 3. Mounting and placing generator for electricity supply for the mobile X-Ray van. 4. Assisting driver in monitoring and maintaining overall vehicle condition in running condition 5. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.
7.	Project Technician III (Laboratory Technician) (for IRL) at Chennai and Madurai	4	<p>12th pass in science subjects with any one of the following:</p> <p>(i) Two years Diploma in Medical Laboratory Technology or</p> <p>(ii) One year Diploma in Med Laboratory Technology with one year laboratory experience in a recognised organization/institution or</p> <p>(iii) Two years laboratory experience in a government recognised organisation/institution.</p>	<ol style="list-style-type: none"> 1. Experience in culture and DST for mycobacterium tuberculosis. 2. Two years experience in RNTCP as LT 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Get trained in SOPs of RNTCP and National Lab committee recommendations for Intermediate Reference Laboratories. 3. Achieve necessary skills to perform CBNAAT, testing, sputum microscopy, C&DST and Blood tests using autoanalyzer before Survey commencement. 4. Perform safe opening of all sputum specimens received by IRL. 5. Maintain a register of entries of all sputum specimens received from Survey Teams. 6. Inform the Survey Team & local DTO & STLS about the instances of leakage, contaminations etc. suggesting action e.g. Repeat sample collection. 7. Perform processing of all received samples at IRL and decontamination by NALC-NAOH method 8. Perform direct Flurochrome- Microscopy on all sputum sample received. 9. Perform DNA extraction (following all steps of PCR) for Line Probe assay on all sputum sample received.

					<p>10. Inoculate Culture from all sputum specimens in L.J. Media.</p> <p>11. Perform DST (RHSE) on all positive cultures</p> <p>12. Inform the results of FM, C&DST & LPA to respective DTOs.</p> <p>13. Any other job as assigned by Senior Investigator, IRL Microbiologist & PMU as per Survey needs.</p>
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S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
8.	Project Technician III (Laboratory Technician) (for field)	15	<p>12th pass in science subjects with any one of the following:</p> <p>(i) Two years Diploma in Medical Laboratory Technology or</p> <p>(ii) One year Diploma in Med Laboratory Technology with one year laboratory experience in a recognised organization/institution or</p> <p>(iii) Two years laboratory experience in a government recognised organisation/institution.</p>	<p>1. Experience in culture (solid and liquid) and DST for mycobacterium tuberculosis.</p> <p>2. 1 year experience in RNTCP as LT.</p> <p>3. Past experience of working in an Intermediate Reference Laboratory or National Reference Laboratory for Tuberculosis</p>	<p>1. Get trained in Protocol of National TB Prevalence Survey, India 2017-18 as well as SOPs and training manuals.</p> <p>2. Get trained in SOPs of RNTCP and National Lab committee recommendations for Intermediate Reference Laboratories.</p> <p>3. Achieve necessary skills to perform CBNAAT, testing, sputum microscopy, C&DST and Blood tests using autoanalyzer before Survey commencement.</p> <p>4. Perform safe opening of all sputum specimens received by IRL.</p> <p>5. Use IT system (scanner and laptop) to ensure all entries of each sample is and its result is entered in the application.</p> <p>6. Inform the Survey Team & local DTO & STLS about the instances of leakage, contaminations etc. suggesting action e.g. Repeat sample collection.</p> <p>7. Perform processing of all received sputum and blood samples at the van and conduct test as per methods described in SOPs.</p> <p>8. Perform DNA extraction (following all steps of PCR) for Line Probe assay on all sputum sample received.</p> <p>9. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.</p>

S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
9..	Project Technician III (X-ray Technician)	10	12th pass in science subjects and must have done Radiographer /X-ray Technologist course of minimum one year duration from a recognized institution.	<ol style="list-style-type: none"> 1. 3 years' experience as Medical X-Ray Technician in Radiology units, Hospitals or clinics 2. Experience of working in the Mobile X-ray Unit. 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. To organize radiology (Chest X-Ray) at the survey site (village / ward) in the mobile X-Ray van. 3. Explain each participant the procedure in local language before taking chest X-Ray. 4. Prepare cassettes by filling blank X-Ray films ready for shoot and undertake Chest X-Rays (~150-200 per day) during survey cluster activities. 5. Ensure scanning of each cassette and use CR reader, PACS system and IT application for maintaining all information, X-Ray images and results from MO and tele-radiologist. 6. Monitor, the X-Ray shoot after calibration using the displays and digital monitors of output. 7. Preventive routine care & maintenance of X-Ray units. 8. Maintain stock of all logistics required for chest X-Ray. 9. Should be well acquainted and follow norms of AERB (Atomic Energy Regulatory Board) for Radiation Safety & B.I.S. (Bureau of Indian Standards) for Mechanical & Electrical Safety. 10. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.

S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
10.	Project Technician II (Health Assistant)	30	<p>1.High School* or equivalent with 5 years' experience in health field from any recognized institute or organization</p> <p>*Intermediate with Science subjects shall be treated as equivalent to 2 years' experience and</p> <p>B.Sc shall be treated as equivalent to 3 years.</p>	<p>3. 3 years' experience as Medical X-Ray Technician in Radiology units, Hospitals or clinics</p> <p>4. Experience of working in the Mobile X-ray Unit.</p>	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. To organize radiology (Chest X-Ray) at the survey site (village / ward) in the mobile X-Ray van. 3. Explain each participant the procedure in local language before taking chest X-Ray. 4. Prepare cassettes by filling blank X-Ray films ready for shoot and undertake Chest X-Rays (~150-200 per day) during survey cluster activities. 5. Ensure scanning of each cassette and use CR reader, PACS system and IT application for maintaining all information, X-Ray images and results from MO and tele-radiologist. 6. Monitor, the X-Ray shoot after calibration using the displays and digital monitors of output. 7. Preventive routine care & maintenance of X-Ray units. 8. Maintain stock of all logistics required for chest X-Ray. 9. Should be well acquainted and follow norms of AERB (Atomic Energy Regulatory Board) for Radiation Safety & B.I.S. (Bureau of Indian Standards) for Mechanical & Electrical Safety. 10. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.

S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
11.	Project Technician II (Laboratory Assistant)	5	High School or equivalent with Five years' experience in related field from Government Institution/Recognized institute OR Certificate of one year training in the DMLT from a recognised institute.	<ol style="list-style-type: none"> 1. B.Sc. or 2 years Diploma in Medical Laboratory Technician from recognized board or Institute. 2. Experience in blood collection and sputum collection. 3. Experience in Sample packaging and transportation procedures. 4. Knowledge of biomedical waste management practices. 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Assist the Laboratory Technician in all operations for blood and sputum sample collection, processing, organizing results etc. 3. Maintain cleanliness in the van and ensure biomedical waste management practices. 4. Ensure, water storage and emptying waste water tank from time to time. 5. Any other job as assigned by Laboratory Technician, Senior investigator and Survey PMU.
12.	Project Technical Officer (Senior Investigator)	5	<p>Graduate in Science/Epidemiology/Public Health from a recognized University with 5 years' work experience in a recognized institution (or)</p> <p>Master's degree in Epidemiology/Public Health from a recognized University.</p>	<ol style="list-style-type: none"> 1. Three year of Research/Field Experience. 2. Any Survey/Field experience. 3. Minimum of Two year experience in RNTCP. 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Assist the Survey Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey. 3. Establish Survey site for each cluster. 4. Plan cluster activities in advance and delegate all responsibilities in survey team. 5. Coordination & supervision of all activities in the cluster during survey including enumeration, enrolment of eligible, interview of participants, X-Ray of all participants, Blood and sputum collection, maintaining cold-chain, transportation etc. 6. Use IT system for daily monitoring of progress and take timely corrective action for maintain highest quality and participation & completion of survey activities.

					<p>7. Regularly communicate and comply central PMU</p> <p>8. Establishing coordination and support from local health facilities and authorities for survey activities.</p> <p>9. Ensure that electronic attendance register is maintained for Survey Team as well as supervisory officers, support staff etc. for each cluster.</p> <p>Any other job as assigned by Survey PMU.</p>
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S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
13.	Project Technical Officer (Medical Social Worker)	5	Graduate in social sciences/Social Work/ Sociology / Medical Sociology / Psychology / Anthropology from a recognized university with 5 years' work experience from a recognized institution. or Master's degree in social sciences/ Social Work/ Sociology / Medical Sociology / Psychology / Anthropology.	<ol style="list-style-type: none"> 1. Experience in administering Informed Consent 2. Experience of working in community health programs. 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Assist Senior Investigator in training & sensitizations as well as other preparatory activities for the survey. 3. Organize sensitization of local leaders, community representatives and community groups. 4. Ensure participation of community members in Survey. 5. Supervise specifically census enumeration process 6. Address non-participation and manage instances of anti-propaganda in positive manner. 7. Establishing coordination and support from local health facilities and authorities for survey activities. 8. Any other job as assigned by Survey PMU.

S. No .	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
14.	Project Assistant (Field Investigator)	10	Graduate in Science from a recognized university with three years' experience or Master's degree in relevant subject from a recognized university.	<ol style="list-style-type: none"> 1. Master's degree in Epidemiology/Public Health/Medical Social Work/Science subject 2. Experience in field level data collection 3. Experience in RNTCP program 4. Experience in conducting Census and field surveys 5. Knowledge of Computer applications. 	<ol style="list-style-type: none"> 1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Conduct census enumeration survey of participants by visiting the households. 3. Rapid data collection during census enumeration, enter in android based mobile application. 4. Decide on eligibility of individuals and inform them on timings for attending survey sites with procedures to be done. 5. Hand over the acknowledgement receipt with appropriate serial number to enrolled participant 6. Regularly synchronize data on mobile application with server. 7. Coordinate with local health staff (e.g. FHW) and MO / Senior investigator, to ensure that all exclusion criteria is applied as per SOPS 8. Follow-up eligible participants from household for participation if not presented on scheduled time. 9. Follow-up those eligible participants who could not give sputum samples on time. 10. Assist Survey Team Leader in preparing cluster report. 11. Assist Survey Team Leader in maintaining financial expenditure for each cluster. 12. Any other job as assigned by Team Investigator, Survey PMU.

S. No.	Name of the Post/ Designation	No of posts	Essential Qualification	Desirable Qualification	Job specifications / responsibilities
15.	Driver	5	1. Matric/S.S.C or equivalent from a recognized board 2. Valid driving license issued by RTO of any State and authorized to drive Heavy Motor Vehicle (Goods & Passenger) and Two years' experience in recognized organization/Institute	1. Experience of Heavy vehicle driving. 2. One year ITI Certificate in Diesel Mechanic / Motor Mechanic Vehicle recognized by NCVT/ SCVT from Government recognised institution.	1. Get oriented in requirements of State TB Prevalence Survey, Tamil Nadu Driving of Heavy Motor Vehicle (Mobile X-Ray van). 2. Driving LMV as per survey needs. 3. Upkeep, regular maintenance & cleanliness of vehicles including POL level. 4. Maintenance of log book. 5. Routine repairs including change of wheels. 6. Skilful parking of mobile X-ray van in a strategic position to facilitate survey activities in the cluster. 7. Monitoring and maintaining overall vehicle condition in running condition. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.
16.	Data Entry Operator Grade B	5	Intermediate or 12TH pass in science stream from a recognized board with DOEACC "A" level from a recognized institute and/or 2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization A speed test of not less than 8000 key depressions per hour through speed test on computer.	1. Experience in Data Entry in research projects or in any National Health Program. 2. Work experience in Electronic Data Processing /Biostatistics/Data Management. 3. Should be well conversant with various computer programming including MS Word, Excel	1. Get trained in Protocol of State TB Prevalence Survey, Tamil Nadu as well as SOPs and training manuals. 2. Manage all laptops, local server, internet connection, tablets and applications and ensure smooth data synchronization. 3. Monitor completeness of data in all fields during survey activities in the cluster village / town. 4. Regular monitoring of dashboards and reports with pending activity lists for all activities and share the same for follow-up with respective staff. 5. Cluster reporting and handing over by the Survey Team to local RNTCP and health staff. 6. Coordinate with local RNTCP Units for pending cluster activities (especially for sputum sample collection and transportation, patient treatment initiation etc.) 7. Maintain laptops, printers etc. in working condition including the anti-virus protection and regular updating, scanning etc. 8. Facilitate trouble shooting for any IT application related issue faced by survey team.

					<p>9. Manage correspondences between Survey Team and PMU as well as local health facilities e.g. DTC, PHC, GH, CHC etc.</p> <p>10. Maintain expenditure of funds during the cluster.</p> <p>11. Maintaining electronic attendance register for Survey Team as well as supervisory officers, support staff etc. for each cluster.</p> <p>12. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs.</p>
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Instructions to the Candidates:

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 Candidates should bring a copy of the Bio data in the prescribed format along with all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for written test / Interview will not be considered.
3. Experience certificate should clearly state the nature of work during the period of employment.
4. No- Objection Certificate from the current employer (for Govt./AB/PSU Servants only)
5. All posts are Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
6. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
7. TA/DA will not be paid by NIRT for attending the written test/ interview.
8. The Director, ICMR-NIRT 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.
9. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
10. Date of Walk-in Interview/written test 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 and no recommendation in this matter will be entertained.

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

DIRECTOR