

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH
DEPARTMENT OF PREVENTIVE AND SOCIAL MEDICINE
INDO US TB PROGRAMME**

JIP/PSM/INDOUSTB/NP/2024/01

Date: 23/01/2024

Project Recruitment Notification

The following post to be filled purely on temporary basis for the project in the Dept. of Preventive and Social Medicine, JIPMER. Interested and eligible candidates may email the application form attached below along with a 2-page CV to the mail id: recruitment.indoustb@gmail.com. Last date for sending the CV is **15.02.2024 (until 4.30 PM)**. Candidates will be shortlisted based on their CV. The shortlisted candidates will receive email confirmation which will also include details and date of the Walk-In Interview. Selected and waitlisted candidates will be engaged in INDO US TB projects as and when required. Candidates attending the interview should bring their updated CV along with all the filled application forms and original certificates. Further details are mentioned below,

1) Post Details

a) Name of the Post: QC Manager

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none">• Master's Degree in Biostatistics/Statistics from a recognized university.• 3 years' experience in research data management• Strong programming skills in SAS, R, or a related programming language.
Desirable Qualification and Experience	<ul style="list-style-type: none">• Experience with Microsoft Office (Microsoft Excel, Microsoft Word) with email, cloud storage, and video conferencing.
Salary	Rs. 36,580/-
Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none">• Proficient in MS Office• Use of R, SPSS, Access and understanding of database management as it relates to clinical research.• In depth understanding of quality control procedures and relevant legal standards• Good communication skills - work with internal and external partners in data collection, quality assurance and control.• Knowledge on quality control procedures and relevant legal standards• Excellent math abilities and working knowledge of data analysis/statistical methods.• Experience working with REDCap, preferred.

2) Post Details

a) Name of the Post: Finance Manager

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none">• M.Com/ MBA (Finance)/ CMA (inter)/ CA (inter) graduate with 3 years' experience of administration/finance and accounts work
Desirable Qualification and Experience	<ul style="list-style-type: none">• Knowledge of Govt. rules and regulations and working knowledge in computerized environment.
Salary	Rs. 35,000/- consolidated
Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none">• Responsible for Financial management of the project• Communication with Indian/US funding agencies• Management of online Fund Management System.• Preparing procurement bills, staff salary, initiating payment to companies.• Requesting cash advance and submission of bills.• Placing supply orders to the company.• Preparation of UC/SOE for the project along with Research Officer• Preparing budget for the upcoming projects.• Co-ordinating with JIPMER Accounts Section/ finance wing as and when required.• Updating e-promise website regularly in supervision of Research Officer.• Co-ordinating with PM for each year budget submission in e-promise.

3) Post Details

a) Name of the Post: Staff Nurse/Junior Nurse

b) Number of Vacancies: 04

Essential Qualification	<ul style="list-style-type: none">• B.Sc. Nursing from a recognized university
Desirable Qualification and Experience	<ul style="list-style-type: none">• Experience in TB related research projects.• Experience in sample collection and clinical examination• Proficiency in speaking, writing, and reading Tamil and English.
Salary	Rs. 30,000/- consolidated

Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none"> • Enrolment of patients along with MSW in the field. • Maintenance of Consent forms and CRFs. • Sample collection, transport, and proper handing over to lab. • Having a check on Field material supplies. • Chest X-ray: coordination with readers. • Calling DMC, if MSW is not available.

4) Post Details

a) **Name of the Post:** Medical Social Worker and Research Assistant

b) **Number of Vacancies:** 05

Essential Qualification	<ul style="list-style-type: none"> • Three years graduate degree in social work/sociology + three years related experience or PG in social work/sociology
Desirable Qualification and Experience	<ul style="list-style-type: none"> • Proficiency in speaking, writing and reading Tamil and English. • Expertise in working with NTEP programmes.
Salary	Rs. 31,000 to Rs.43227 /- Consolidated Salary may vary according to the project and experience.
Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none"> • Consenting and enrolment of participants. • Co-ordinating with junior nurse for sample collection. • Filling CRF. • Query management. • Chest X-ray: coordination with readers. • Other project related duties that arise from time to time.

5) Post Details

a) **Name of the Post:** Lab Technician

b) **Number of Vacancies:** 2

Essential Qualification	<ul style="list-style-type: none"> • Three years graduate degree in MLT + three years of related experience or Masters in life sciences
Desirable Qualification and Experience	<ul style="list-style-type: none"> • Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.
Salary	Rs. 30,000 /- Consolidated
Age limit/years	Up to 35 years

Roles and responsibilities	<ul style="list-style-type: none"> • Helping and overseeing day to day lab activities in the laboratory • Sample shipment • Research and laboratory activities from time to time • Packaging and transport of samples • Sample collection and preparation • Query rectification • Stock maintenance • Maintaining specimens, collection log and sample registers • Entering the barcoded samples
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6) Post Details

a) **Name of the Post:** Technical Assistant (Finance)

b) **Number of Vacancies:** 01

Essential Qualification	<ul style="list-style-type: none"> • B.com in Personnel/Financial/ Material Management + 3 years' related experience
Desirable Qualification and Experience	<ul style="list-style-type: none"> • Working experience in computer applications • 3 years working experience of administration/finance and accounts work
Salary	Rs. 22,000/- consolidated
Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none"> • Preparing procurement bills, staff salary, initiating payment to companies. • Coordinating with JIPMER Accounts Section/ finance wing as and when required. • Preparation of UC/SOE for the project along with Research Officer • Updating e-promise website regularly in supervision of Research Officer. • Co-ordinating with PM for each year budget submission in e-promise.

7) Post Details

a) **Name of the Post:** Senior Project Associate

b) **Number of Vacancies:** 01

Essential Qualification	<ul style="list-style-type: none">• Doctoral degree in science or master's degree in life sciences with Four years' experience in research and development in industrial and academic institutions.
Desirable Qualification and Experience	<ul style="list-style-type: none">• Experience in the field of Tuberculosis research.• Knowledge of regulatory aspects of clinical research.• Experience in handling research data.
Salary	Rs.45,760/-
Age limit/years	Up to 40 years
Roles and responsibilities	<ul style="list-style-type: none">• Coordination with the study team for the proper functioning of the study.• Ensure implementation of policies and practices, maintain records, or create reports and assist in the drafting of proposals.• Develop, implement, and maintain research standard operating procedures.• Develop reporting procedures and generate reports on study progress.• Overseeing the study funding• Submission of study proposals, amendments, annual progress reports and notifications to IRB.• Recording and documenting training of study staff; maintains all documents and records related to the study.• Attend conference calls and all other meeting related to the study.• Duties assigned by PI, and other duties that arise from time to time.

NOTE:

1. Candidates applying for more than one more must submit separate application for each post applied.
2. It is mandatory to mention the Name of the post applied and the S.no. in the subject of the email.
3. Validity of the selected list is for 1 year from the date of publication of results and renewable accordingly.
4. 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.
5. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Project Investigator.

6. 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.
7. 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.
8. **Valid email id and mobile number on CV is required.**
9. **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.**
10. Decision of the Principal Investigator will be final.
11. No TA/ DA will be paid for the interview.
12. Canvassing of any kind will lead to disqualification.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
14. If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
15. 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.
16. For any queries, please write to the above-mentioned email address.

Dr. Sonali Sarkar
Principal Investigator

Principal Investigator
Indo-US TB Project
JIPMER, Puducherry-6