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ICMR-National Institute of Virology, Kerala Unit
Department of Health Research,
Ministry of Health & Family Welfare, Government of India
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Advt No.04/2023/NIV/KU

Following positions would be filled up purely on temporary contract basis for the ICMR funded project titled, “**Accelerating Efforts to END TB in India**” at NIV Kerala Unit through Walk-in Interview/written test at ICMR-National Institute of Virology, Makki Junction, Kuravanthodu, Alappuzha-688005, Kerala, India.

SN	Post	No. of Vacancies	Consolidated salary
1	Project Data Entry Operator-Grade A	01[1-UR]	Rs. 17000+ (9%HRA)

Date of interview/written test: For the Project DEO Grade A : **14.03.2024**

- Place of interview: **ICMR-National Institute of Virology, Makki Junction, Kuravanthodu, Alappuzha-688005, Kerala, India**

Reporting time for the interview/test is 08:30 - 09:30 am. Candidates arriving late after 09:30 am will not be entertained under any circumstances.

Selection Procedure: Depending upon the number of candidates, written/skill test will be conducted. Question paper will be on relevant subject matters of the concerned position considering its essential qualification and job requirements will be part of the exam. Candidates successfully qualifying the written/skill test would be considered for interview and/or further process of recruitment, subject to fulfillment of required eligibility criteria in all respects of qualification, age and experience, etc. Candidates must be present at the venue on time before 09:30 am along with duly filled in and signed application form with their bio data and all original documents along with one set of photocopies in proof of their educational qualification, experience, age and identity etc. Late and incomplete applications will not be considered. No calculators, log tables, electronic devices etc. are allowed for the examination. Director, NIV reserves the right to change the venue and other process of recruitment as per circumstances.

Details of educational qualification and other requirements are as follows.

SN	Post	Essential Qualifications	Desirable qualifications	Job Responsibilities	Age Limit
1	Project DEO-Grade A-01 (UR)	Intermediate or 12 th pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer	2 years' experience of working in government, Autonomous, PSU or any other recognized organization in Medical Diagnostic Laboratories or other research setup.	Data entry; collate, organize, and capture project related data into digital databases and other works as assigned	25

Terms and conditions: -

1. Number of vacancies may vary.
2. These positions are meant for temporary extramural project for appointment purely on temporary contract basis and co-terminus with the project.
3. Consolidated Salary: The rates of consolidated salary shown in this advertisement are project specific and likely to be modified according to sanction of the funding agency of the Project.
4. Age Concession: Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and Ex-Servicemen in accordance with the instructions issued by ICMR from time to time. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons, subject to approval of competent authority.
5. No age relaxation would be given to SC/ST/OBC candidates who apply for UR position. Category once applied will not be allowed to be changed at later stage and no communication in this regard will be entertained.
6. Cut-off date for age limit will be as on the date of walk-in-interview.
7. Reserved category candidates must produce their Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate.
8. Separate application should be submitted for each post/ reservation.
9. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
10. Mere fulfilling the essential qualification does not guarantee the selection.
11. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
12. Stipend/consolidated salary of the project personnel may vary from time to time.
13. The appointment may be renewed annually or according to the need of the project subject to satisfactory performance of the project employee concerned and approval of competent authority.
14. No TA/DA will be paid and candidate has to arrange transport/accommodation themselves for written test/interview.
15. The institute reserves rights to consider or reject any application/candidature.
16. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
17. Project personnel cannot be permitted to register for Ph.D., due to time constraints.
18. Payment of salary/stipend/consolidated emoluments to the project staff shall be depending upon availability of funds from funding agency of the project.

19. Project personnel will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
20. The personnel engaged on project mode shall not have any claim on a regular post in this institute or in any Department of Government of India and their project service will not confer any right for further assignment. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are **not** admissible.
21. The Project Investigator and/or Appointing authority reserves the right to terminate the service of project personnel even during the agreed contract period or extended contract period without assigning any reason.
22. Leave shall be as per the Institutional policy for project staff.
23. NIV reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
24. The decision of the Director, NIV will be final and binding.
25. Canvassing in any form will be a disqualification.
26. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our websites only.
27. Prior intimation of attending for interview/test may please be given on our email id: recruitmenttbprojectnivku@gmail.com at least two days before the interview/test.
28. No candidate shall be entertained after 09:30 am on the day of interview/test.
29. Candidate must bring his/her duly filled in application form in the prescribed format with a recent passport size color photograph along with a detailed bio-data/C.V. and all relevant documents; in original; with one set of self attested photocopies, in proof of his/her educational qualifications [all certificates and mark-sheets from 10th Std. onwards], working experience, age, caste and photo id [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., failing which his/her candidature will not be considered.

Director-in-Charge
ICMR-National Institute of Virology, Pune

ICMR-National Institute of Virology

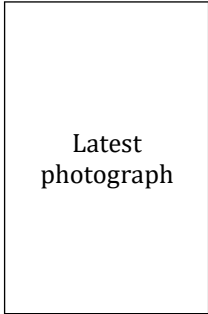
BIO-DATA

1. Name of the Post, applied for : _____
2. Name of the Project : _____

3. Name in full (IN BLOCK LETTERS) : _____

4. Mother's Name : _____
Father's Name : _____
Husband's Name : _____
5. Address for Correspondence with : _____
Tel/Mobile No. E-mail ID : _____
6. Permanent Address : _____

7. Date of Birth (Certificate must be supported) : _____ Age : _____
8. Whether SC/ST/OBC/General : _____ Caste: _____
9. Marital Status : Married / Unmarried
10. Educational Qualifications : (Certificates in proof of qualifications must be supported).



SN	EXAM. PASSED	GRADE	YEAR OF PASSING	BOARD / UNIVERSITY	SPECIALIZATION

11. Work Experience (Certificates in proof of experience must be supported):

SN	Period				Post held	Name of Employer	Reason for leaving
	From date	To date	No. of Yrs	No. of Mths			

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

12. If selected what period would you require joining the post: _____

14. Have you ever been declared unfit by a medical Board/Court __Yes / No _____
for appointment in any Govt. Service? If yes, details _____

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will be disqualification and is likely to render the candidate unfit.

Date:

Signature of the candidate