



# ICMR-National Institute of Virology

Department of Health Research,  
Ministry of Health & Family Welfare, Government of India  
20-A, Dr. Ambedkar Road, PB No.11, Pune 411001 (India)  
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Advt. No. 01/NIV/Project Cell/2024-25

Date – 17.04.2024

## Walk-in-interview/written test

ICMR-National Institute of Virology, Pune, is a research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India. The institute intends to engage the following Non-Institutional project human resource positions, purely on temporary contract basis for our short-term research projects titled “Accelerating effort to END TB in India”.

**Place of Work – District Osmanabad (Dharashiv), Maharashtra, under the District TB Officer, Osmanabad (Dharashiv).**

Name of the Post	Project Technical Support-II (equivalent to Project Technician-III)
Number of Posts	02 (UR-01, SC-01)
Age Limit	30 Years
Emoluments	Rs. 20000/- p.m. + HRA
Essential Qualification	1. 12 <sup>th</sup> pass in science subjects AND Diploma (MLT/DMLT) with five years experience
Desirable Qualification	<ul style="list-style-type: none"><li>• Bachelors in social work (CD)/Public Health / Sociology/ any other subjects related to health</li><li>• Experience in working on Community Based Health projects/ TB Program (National Tb Elimination programme)</li></ul>
Job Responsibilities	<ul style="list-style-type: none"><li>• Co-ordination of project activities, counselling and IEC activities, Liaising with LSGs and other organizations for data collection and project management.</li><li>• Compiling and collection of data, document and report preparation and other project related works as assigned.</li><li>• Coordinating activities relevant for National TB Elimination programme (NTEP)</li></ul>
Project Duration	Initially for a period of one year
Date of Walk-in-Interview /Written test and Reporting Time	<b>09.05.2024</b> <b>Reporting time</b> <b>09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)</b>
Selection Procedure	Walk-In-Interview and/or a Written test if the number of eligible candidates are more than 30

Name of the Post	Project Data Entry Operator
Number of Posts	01 (UR)
Age Limit	25 Years
Emoluments	Rs. 17,000/- p.m. +HRA
Essential Qualification	1. Intermediate or 12 <sup>th</sup> pass from recognized board. A speed test of not less than 8000 key depressions per hour through speed test on computer
Desirable Qualification	<ul style="list-style-type: none"> <li>2 years experience of working in government, Autonomous, PSU or any other recognized organization in Medical Diagnostic Laboratories and research setup</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Data entry; collate, organize, and capture project related data into digital databases and other works as assigned</li> </ul>
Project Duration	Initially for a period of one year
Date of Walk-in-Interview /Written test and Reporting Time	<b>09.05.2024</b> <b>Reporting time</b> <b>09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)</b>
Selection Procedure	Walk-In-Interview and/or a Written test if the number of eligible candidates are more than 30

Name of the Post	Project Technical Support-I (equivalent to Project Lab Technician-III)
Number of Posts	01 (ST)
Age Limit	28 Years
Emoluments	Rs. 18,000/- p.m. +HRA
Essential Qualification	1. 10 <sup>th</sup> AND Diploma (MLT/DMLT/ITI) with two years experience
Desirable Qualification	<ul style="list-style-type: none"> <li>B. Sc MLT</li> <li>Past work experience in NTEP</li> <li>Experience in Medical laboratory with knowledge of PCR techniques</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Testing of collected samples from the district and other project related works as assigned</li> </ul>
Project Duration	Initially for a period of one year
Date of Walk-in-Interview /Written test and Reporting Time	<b>09.05.2024</b> <b>Reporting time</b> <b>09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)</b>
Selection Procedure	Walk-In-Interview and/or a Written test if the number of eligible candidates are more than 30

Place of Interview/written test:- **Conference Hall of ICMR-National Institute of Virology,  
20-A, Dr. Ambedkar Road, Pune-411001**

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, in addition to, general knowledge, reasoning skills, quantitative analysis, language and general aptitude etc. 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 in time before 10:00 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.

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. The advertised posts are tentative without commitment for its filling. Recruitment will depend upon requirement of project and approval of the competent authority.
4. Emoluments: The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project. Payment of emoluments to the project employee will be depending on availability of funds from the funding agency.
5. Age Concession: Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, project employees 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. No age relaxation will be available for UR position.
6. Category once applied will not be allowed to be changed at later stage and no communication in this regard will be entertained.
7. Cut-off date for age limit will be as on the date of walk-in-interview.
8. Reserved category candidates must produce their Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate.
9. Separate application should be submitted for each post/reservation. Project for engagement of applicant will be decided by selection committee/appointing authority.
10. 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.
11. Mere fulfilling the essential qualification does not guarantee the selection.
12. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
13. No TA/DA will be paid and candidate has to arrange transport/accommodation themselves for written test/interview.
14. The institute reserves rights to consider or reject any application/candidature.

15. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
16. Project personnel cannot be permitted to register for Ph.D., due to time constraints.
17. 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.
18. Project personnel 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 or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are **not** admissible.
19. Initial appointment will be for a period of Six months and further continuation/extension of project service will depend on tenure of the project and performance evaluation of the concerned project employee by his/her project investigator, subject to approval of competent authority.
20. 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.
21. Leave shall be as per the Institutional policy for project staff.
22. NIV reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
23. No accommodation can be provided for any candidate in case the process of test/interview gets delayed till late evening or following day/s due to the overwhelming crowd of candidates. Candidates are advised to carry their Tiffin box/food items/snacks to avoid inconvenience.
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. Due to short term research project and urgency of shouldering the workload, preference will be given to regional/local candidates so as to join immediately.
28. 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 10<sup>th</sup> 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. Please note that no candidate will be permitted to enter the premises of NIV without having valid photo id. Similarly, entry will not be allowed to the candidates arrive after 11:00 am.

Director  
ICMR-National Institute of Virology, Pune



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

Sr.No.	From Date	To Date	Scale of pay	Post held	Name of Employer	Reason for leaving

Total relevant experience for suitability to the post applied: \_\_\_\_\_ Years \_\_\_\_\_ Months

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

16. Details of National level exams passed, if any:

Exam Passed	Date of Passing	Valid till

17. Details of research publication (indexed Journal):

Sr No.	Paper published	Title of paper	Year	Volume & Page No.	First Author or Co-Author	Impact Factor	Citations

18. Fellowship /Awards /Membership (ICMR/CSIR/DEBT/DST/UGC/INSA/Other Academy including International)

S.N.	Name of Fellowship/ Award/ Membership	Name of the sponsoring agency	Month/Year	Amount Salary/Month	Name of the Host Institute	For what Public Health Contribution

19. If selected what period would you require joining the post: \_\_\_\_\_

20. Have you ever been declared unfit by a medical Board/Court for appointment in any Government Service? If yes, please furnish details \_\_\_\_\_

21. Any other information you wish to add: \_\_\_\_\_

Declaration:

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. If any of the above information is found to be incorrect or misleading, I am liable to be disqualified for the recruitment process.

Date:

Place:

Name:

Signature of the candidate