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

JIP/PSM/INDOUSTB/InTGS/2023/   **Date: 10/11/2023**

Project Recruitment Notification

The following post to be filled purely on temporary basis for the project titled "**Whole Genome Sequencing of MTB Clinical Strains for Determining Drug Resistance and Strain lineage in India: A structured Nationwide approach**", in the Dept. of Preventive and Social Medicine, JIPMER. Interested and eligible candidates may email the application form attached below along with 2 page CV to the mail id: recruitment.indoustb@gmail.com. Last date for sending the CV is 06.12.2023 (until 4.30 PM). Candidates will be shortlisted based on their CV. The shortlisted candidates will receive an 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 form and original certificates. Further details are mentioned below,

1) Post Details
a) Name of the Post: Senior Project Associate (Site coordinator)

b) Number of Vacancies: 01

Essential Qualification	• 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	• Experience in the field of Tuberculosis research. • Knowledge of regulatory aspects of clinical research. • Survey/Field experience
Salary	Rs.42,000/- + HRA
Age limit/years	Upto 40 years
Roles and responsibilities	• Coordination with the study staff (MSW, JN) for the proper functioning of the study • Coordinating with the local health authorities for the smooth conduct of the study • Develop, implement and maintain research standard operating procedures. • Develop reporting procedures and generate reports on study progress. • Monitoring of electronic database of the assigned projects; resolving all data queries • Overseeing the study funding • 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. • Ensuring and managing inventory to conduct all study activities

	• Duties assigned by PI, and other duties that arise from time to time.

2) Post Details
a) Name of the Post: Senior Project Associate (IT Support)

b) Number of Vacancies: 01

Essential Qualification	• Master's degree in natural or agricultural sciences or bachelor's degree in engineering or technology or medicine • Four years' experience in research and development in industrial and academic institutions or science and technology organisations and scientific activities and services
Desirable Qualification and Experience	• Knowledge of a variety computer applications to assist investigators and study team in implementation, management and use. • Expertise in software/server maintenance, comfortable working with institutional IT teams in integrating study IT needs with institutional resources and initiatives.
Salary	Rs. 42,000/- consolidated
Age limit/years	Upto 40 years
Roles and responsibilities	• Serves as responsive technical support and expert for team obstacles, can provide training, develop training materials to assist team members and external partners in using platforms advocated by projects. • Creates and maintains SOPs for use of technical applications for projects. • To assist investigators and study team in implementation, management and use of computer applications

3) Post Details
a) Name of the Post: Project Scientist -C Non – Medical (Data)

b) Number of Vacancies: 01

Essential Qualification	• M.Sc Statistics/Biostatistics from recognized university with three years' related experience or PhD in relevant subject.
Desirable Qualification and Experience	• Strong programming skills in SAS, R, or a related programming language. • Understanding of database issues of longitudinal studies. • Relational database experience preferred (MS Access or similar) • Data visualization experience preferred • Experience working with **REDCap**, preferred. • Analytic skills to maintain and organize large datasets • Superior organizational and data management skills

	• Ability to work with institutional IT representatives in integrating project needs with available institutional resources and initiatives. • Excellent oral and written communication skills • Strong analytic and computer skills with extensive knowledge of database management. • Prior team management and leadership experience. • Excellent understanding of data administration • Proficient in MS Office (Excel, Access, Word etc.)
Salary	Rs. 67,000/- consolidated
Age limit/years	Upto 40 years
Roles and responsibilities	• Oversee the creation of all data collection instruments • Develop data capture surveys (i.e. **REDCap**) • Maintain and regularly back up official study databases • Provide real-time monitoring of data collection activities for review by PIs and study teams. • Work with partner institutions to coordinate data resources • Apply appropriate data cleaning procedures, ensure data is formatted correctly for data collection and analysis, and assist study statistician as necessary to prepare data for statistical analysis • S/he will create and maintain programs (i.e., SAS, R or related) to manage, clean, generate study progress reports and create final analysis datasets. • Work with the study team to develop reporting procedures and generate reports on study progress for use by the study team • Provide leadership on all aspects of data management • Participate in study team and co-investigator meetings • Always ensure adequacy, accuracy and legitimacy of data • Support others in the daily use of data systems • Assist with quality database design • Extract reports and data when needed • Supporting the database set up activities as assigned by Senior Data Scientist • Liaison with Investigators to smooth process of data management

4) Post Details
a) Name of the Post: Management Assistant

b) Number of Vacancies: 01

Essential Qualification	• Graduate in M.com/MBA Finance with minimum five years' experience in a Govt./PSU.
Desirable Qualification and Experience	• Knowledge of Govt. rules and regulations and working knowledge in computerized environment.
Salary	Rs. 52,000/- consolidated

Age limit/years	Upto 35 years
Roles and responsibilities	• 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 • 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.

5) Post Details
A) Name of the Post: Project Technical Support – III (Regulatory)

b) Number of Vacancies: 01

Essential Qualification	• Three years graduate in Life Sciences from a recognized university + three years related experience or Masters in life sciences/MPH
Desirable Qualification and Experience	• Experience in the field of Tuberculosis research, survey/field experience. • Knowledge of regulatory aspects of clinical research.
Salary	Rs. 28,000/- + HRA
Age limit/years	Upto 35 years
Roles and responsibilities	• Overall coordination of the study team. • Assist PI in preparation of new research proposals and amendments. • Correspondence with JIPMER IRB / IEC and other study site IRBs. • Submission of study proposals, amendments, annual progress reports and notifications to IRB. • Maintenance of study grant agreements and key regulatory documents. • Attending ZOOM meetings/ Conference calls. • Duties assigned by PI, and other duties that arise from time to time.

6) Post Details
a) Name of the Post: Project Technical Support – III (Data)

b) Number of Vacancies: 01

Essential Qualification	• Three years graduate in Statistics/Biostatistics from a recognized university + three years related experience or Masters in Statistics/ Biostatistics from a recognized university

Desirable Qualification and Experience	• Experience with Microsoft Office (Microsoft Excel, Microsoft Word) with email, cloud storage, and video conferencing.
Salary	Rs. 28,000/- + HRA
Age limit/years	Upto 35 years
Roles and responsibilities	• Prepares, compiles, and sorts documents for data entry. • Verifies and logs receipt of data. • Transcribes source data into the required electronic format. • Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners. • Assists data managers and other positions in quality assurance, data collection and management. • Verifies integrity of data by comparing it to source documents. • Reviews data for errors, missing pages, or missing information and resolves any discrepancies. • Performs regular backups to ensure data preservation. • Responds to requests to retrieve data from the database or electronic filing system.

7) Post Details
a) Name of the Post: Project Nurse III

b) Number of Vacancies: 03

Essential Qualification	• B.Sc Nursing from a recognized university
Desirable Qualification and Experience	• Experience in TB related research projects. • Experience in sample collection and clinical examination • Proficiency in speaking, writing and reading Tamil and English.
Salary	Rs. 28,000/- +HRA
Age limit/years	Upto 35 years
Roles and responsibilities	• 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.

8) Post Details
a) Name of the Post: Project Technical Support – III (MSW)

b) Number of Vacancies: 02

Essential Qualification	• Three years graduate degree in social work/sociology + three years related experience or PG in social work/sociology

Desirable Qualification and Experience	• Proficiency in speaking, writing and reading Tamil and English. • Expertise in working with NTEP programmes.
Salary	Rs. 28,000/- + HRA
Age limit/years	Upto 35 years
Roles and responsibilities	• 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.

9) Post Details
a) Name of the Post: Project Technical Support III (Lab)

b) Number of Vacancies: 2

Essential Qualification	• Three years graduate degree in MLT + three years of related experience or Masters in life sciences
Desirable Qualification and Experience	• Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.
Salary	Rs. 28,000+HRA as admissible
Age limit/years	Upto 35 years
Roles and responsibilies	• 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

10) Post Details
a) Name of the Post: Project Assistant (Lab)

b) Number of Vacancies: 01

Essential Qualification	• Bachelors in MLT or Diploma in MLT
Desirable Qualification and Experience	• Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.

Salary	Rs. 20,000/- + HRA
Age limit/years	Upto 50 years
Roles and responsibilities	- Packaging and transport - of samples - Sample collection and preparation - Query rectification - Stock maintenance - Maintaining specimens, collection log and sample registers - Entering the barcoded samples

11) Post Details
a) Name of the Post: Project Assistant

b) Number of Vacancies: 01

Essential Qualification	B.com in Personnel/Financial/ Material Management + 3 years' related experience
Desirable Qualification and Experience	- Working experience in computer applications 3 years working experience of administration/finance and accounts work
Salary	Rs. 25,000/- consolidated
Age limit/years	Upto 50 years
Roles and responsibilies	- Preparing procurement bills, staff salary, initiating payment to companies. - Cooordinating with JIPMER Accounts Section/ finance wing as and when required.

12) Post Details
a) Name of the Post: Project Assistant (DEO)

b) Number of Vacancies: 01

Essential Qualification	B.Sc. /3 years diploma in any discipline
Desirable Qualification and Experience	- Tamil translation and typing - Experience with Microsoft Office (Microsoft Excel, Microsoft Word) with email, cloud storage, and video conferencing. - Organized, able to work independently with internal and external partners.
Salary	20,000/- + HRA
Age limit/years	Upto 50 years
Roles and responsibilities	- Prepares, compiles, and sorts documents for data entry. - Verifies and logs receipt of data. - Transcribes source data into the required electronic format.

	• Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners. • Assists data managers and other positions in quality assurance, data collection and management. • Verifies integrity of data by comparing it to source documents. • Reviews data for errors, missing pages, or missing information and resolves any discrepancies. • Performs regular backups to ensure data preservation. • Responds to requests to retrieve data from the database or electronic filing system.

13) Post Details
a) Name of the Post: Project Technical support I (Lab attender)

b) Number of Vacancies: 02

Essential Qualification	• 10th + Diploma + two years' experience in relevant subject/field
Desirable Qualification and Experience	• High School or equivalent
Salary	Rs. 18,000/- + HRA
Age limit/years	Upto 28 years
Roles and responsibilities	• Assisting in various administrative tasks. • Cleaning of lab space and office • Handling various office-related errands like mailing, banking or picking up supplies.

14) Post Details
a) Name of the Post: Project Technical support I (lab)

b) Number of Vacancies: 03

Essential Qualification	• 10th + Diploma (MLT/DMLT) + two years' experience in relevant subject/field
Desirable Qualification and Experience	• Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation. • Experience in the field of Tuberculosis research.
Salary	Rs. 18,000/- + HRA
Age limit/years	Upto 28 years
Roles and responsibilies	• Packaging and transport • of samples • Sample collection and preparation • Query rectification • Stock maintenance

	• Maintaining specimens, collection log and sample registers • Entering the barcoded samples
Place of Posting	ICMR-NIRT, Chennai (2) JIPMER, Puducherry (1)

15) Post Details
a) Name of the Post: Project Technical Support – I (Driver)
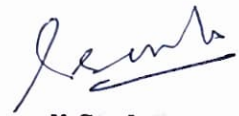
b) Number of Vacancies: 01

Essential Qualification	• 10th + Diploma in any discipline • Driving licence • Minimum 5 years professional experience in driving car.
Salary	Rs. 18,000/- consolidated
Age limit/years	Upto 28 years
Roles and responsibilies	• Maintenance of project vehicle • Driving teams to study area in time and helping field teams in logistics • Sample pickups from different study areas • Updating daily activities to Project coordinator • Performing all activities assigned by PI and Project cooordinator from time to time. • Travel long distances and working during night hours in case of emergency situations

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 2 years 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