



आई सी एम आर – राष्ट्रीय पारम्परिक
चिकित्साविज्ञान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Traditional Medicine
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Nehru Nagar, Belagavi – 590010

Advt. No. ICMR-NITM/COVID-19/07/2021

Date: 06.05.2021

Walk-in-Interview

The following purely temporary contract positions are to be filled up for COVID-19 Testing Lab. **for a period up to 31.07.2021.**

Sl. No.	Name of the Post	No. of Vacancy	Monthly consolidated emoluments in Rs.	Age limit as on 11.05.2021
1.	Contract Scientific Support - I	01	Rs.48000 /- p.m. plus HRA as per ICMR rules.	35 years
2.	Contract Information Technology Support	01	Rs. 17,000/- p.m.	25 years
3.	Contract Administrative Support – I	01	Rs. 16,000/- p.m.	25 years
4.	Contract Administrative Support – IV	02	Rs. 15,800/- p.m.	25 years

1. Contract Scientific Support - I

Essential Qualification: 1st class Master's Degree in Life Sciences (Microbiology, Biotechnology, Biochemistry and equivalent) from a recognized university with two years of work experience.

OR

2nd Class Postgraduate Degree in above subjects with Ph.D. in relevant subject.

Desirable Qualification: Ph.D in relevant subject with experience in molecular diagnostics with RT-PCR, preferably with COVID-19 RT PCR diagnostic testing. Preference will be given to candidates with prior experience in setting up and/or managing COVID-19/Molecular Diagnostic testing lab.

Primary job responsibilities:

- To independently conduct and manage end to end COVID-19 RT-PCR testing of samples.
- Anticipate consumption/need of laboratory consumables, communicate with Lab-In-Charge and Nodal officer, including accurate reporting of RT-PCR results after analysis.
- Plan and coordinate with the technical, supporting and administrative staff for optimum utilization/testing performance of the lab, consumables and staff.
- Report to Lab-in-charge and Nodal officer.
- Lab has to run in three shifts, hence work may involve night shift or early morning shifts.
- SOP writing/updation as applicable for the testing process, kits supplied etc..
- Ensuring Biosafety precautions in the COVID-19 lab.
- Training technical and supporting staff to perform the duties assigned.
- Any other tasks assigned by Lab-In-Charge, Nodal Officer or the Director in addition to the primary responsibilities.

2. Contract Information Technology Support

Essential Qualification: Intermediate OR 12th pass. A speed test of not less than 15000 key depressions per hour through speed test on computer.

Desirable Qualification: Graduate/Diploma holder, experience with using Word, Excel, Python, Database, Web portals, maintaining data and data entry. Expertise in IT network and having Computer knowledge. Preference will be given to candidates who have data management and/or programming experience.

Primary job responsibilities:

- Data management of the COVID-19 samples right from receipt of line list to Data entry, summarization and log keeping. Informing the officers involved of the status and summary. Lab Record keeping/maintain data/logs
- To provide IT support and maintenance, inventory, and other work as assigned by officer in charge.
- Coordinate with Scientists, Technical officers and supporting staff involved for necessary information/IT support.
- Receive information on consumables and update the same into data/web portals
- Plan and coordinate with the technical, supporting, and administrative staff for timely provision of required sample information, data entry and report submission.
- Report to Lab-in-charge and Nodal officer.
- Lab has to run in three shifts, hence work may involve night shift or early morning shifts.
- Any other tasks assigned by Lab-In-Charge, Nodal Officer or the Director in addition to the primary responsibilities.

3. Contract Administrative Support – I

Essential Qualification: Intermediate OR 12th pass. Typing Speed of 35 W.P.M in English or 10500 KDPH in English.

Desirable Qualification: Graduate/Diploma holder, experience with using Word, Excel, Database, Webportals, maintaining data and data entry. Expertise in office administration, secretarial practice and having Computer knowledge. Preference will be given to candidates who have prior experience of performing similar work before.

Primary job responsibilities:

- Secretarial assistance to COVID-19 lab, typing correspondences from the lab, preparing drafts, inventory requests, filing and maintaining records related to COVID-19 testing lab, following up with respective offices for response/updates, performing data entry, inventory management and other work as assigned by officer in charge.
- Coordinate with Officers, Scientists, Technical officers and supporting staff involved for necessary information/administrative support.
- Receive information on consumables and update the same into data/web portals
- Report to Lab-in-charge and Nodal officer.
- Lab has to run in three shifts, hence work may involve night shift or early morning shifts.
- Any other tasks assigned by Lab-In-Charge, Nodal Officer or the Director in addition to the primary responsibilities.

4. Contract Administrative Support – IV

Essential Qualification: High School (SSC / 10th) or equivalent.

Desirable Qualification: Graduate/Diploma holder, preferably in science background. Experience of working in BSL-2 or equivalent lab for molecular diagnostics. Attitude to learn, capable to read, understand and follow instructions in English.

Primary job responsibilities:

- Assisting Technical and Scientific staff in performing the COVID-19 RT-PCR testing.
- Follow biosafety precautions including cleaning of the equipment and lab.
- Coordinate with Officers, Scientists, Technical officers and supporting staff involved for necessary laboratory support.
- Prepare indent and put up for approvals, receive materials, stock keeping, record keeping of the inventory used/indented.
- Report to Lab-in-charge and Nodal officer.
- Lab has to run in three shifts, hence work may involve night shift or early morning shifts.
- Any other tasks assigned by Lab-In-Charge, Nodal Officer or the Director in addition to the primary responsibilities.

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Interested eligible candidates may Walk-in for Interview / personal discussion at ICMR – National Institute of Traditional Medicine, Nehru Nagar, Belagavi – 590010 as per the schedule given below, along with their Bio-data, self-attested photocopies and original of documents and supporting educational qualifications and desired experience for verification.

Candidates unable to come to ICMR-NITM, Belagavi for Walk-in-Interview/ personal discussion, they can send duly filled application affixing recent passport size photograph along with self-attested copies of all relevant certificates should be sent to ICMR-NITM, Belagavi before 10.00 AM of 10.05.2021 by email (**rect.nitm@gmail.com**). Late received applications will not be considered. Only short-listed candidates will be called for online Interview and video conference link will be shared. No correspondence will be entertained in this regard. Bad connection/ connection failure from any side will not be the responsibility of ICMR-NITM, Belagavi.

Note: Online applications will not be accepted for the posts Sl. No. 2 - Contract Information Technology Support and Sl. No.3 - Contract Administrative Support – I.

Schedule for Walk-in for Interview/ personal discussion:

- | | | |
|--|---|-------------------------|
| 1. Contract Scientific Support - I | : | 11.05.2021 – 09.30 A.M. |
| 2. Contract Information Technology Support | : | 11.05.2021 – 09.30 A.M. |
| 3. Contract Administrative Support – I | : | 11.05.2021 – 09.30 A.M. |
| 4. Contract Administrative Support – IV | : | 11.05.2021 – 02.00 P.M. |

Terms and Conditions:

- 1) Candidate will be allowed for the personal interview after screening of eligibility and document verification.
- 2) Age relaxation for SC/ST/OBC/PWD candidates will be as per the government rules.
- 3) Qualification/degree should be from a reputed Institution/University.
- 4) Mere fulfilling the essential qualification/experience does not guarantee for selection.
- 5) Candidates, who will be interviewed online, if they are selected, will have to produce original documents of their Qualification, Age & Experience before joining. If they are not found entitled, their selection will be cancelled immediately.
- 6) Departmental candidates or candidates working/have worked on projects of ICMR Institutes/Centre's shall be given age relaxation to a maximum of five (5) years or a completed months/year based on earlier project service, whichever is less, they meet the essential qualification prescribed for the post, with a view to provide them opportunity to compete with other candidates.
- 7) Canvassing in any form will be a disqualification.
- 8) No TA/DA will be paid either for attending the interview or joining the post.
- 9) Applicants of Contract Information Technology Support and Contract Administrative Support - I have to attend for Typing test at the Institute.
- 10) The above said posts are Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and requirement.
- 11) The Director, ICMR-NITM 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.
- 12) Candidates are advised to keep checking website of this Institute for any change in the schedule, and/ or any other information.

Note: Candidates who are attending to the Walk-in-Interview / Personal discussion at ICMR-NITM, Belagavi, should ensure in maintaining social distance and compulsory wearing of mask.

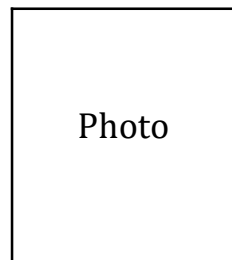
**Sd/-
Director**

ICMR – National Institute of Traditional Medicine

Nehru Nagar, Belagavi - 590 010

APPLICATION FORM

1. Name of the Post applied : _____
2. Name of the title : _____
3. Name in full (IN BLOCK LETTERS) : _____
[NAME] [SURNAME]
4. Father's / Guardian's/ Husband's Name : _____
5. Date of Birth : _____
6. a. Address for correspondence : _____
- b. Permanent Address : _____
7. E-mail ID : _____
8. Mobile No. : _____
9. Category (Please tick) : SC ST OBC PH GENERAL
10. Date of Birth : _____ Age: _____
11. Marital Status : Married / Unmarried



12. Educational Qualifications:

Sl. No.	EXAM PASSED / QUALIFICATION	GRADE	YEAR	BOARD / UNIVERSITY	SPECIALIZATION

13. Experience:

Sl. No.	PERIOD	TOTAL	POST HELD & SCALE OF PAY	NAME OF THE EMPLOYER	REASON FOR LEAVING

14. If selected what period would you require to join the post: _____

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief.

Date:
Place:

Signature of the Candidate