



### Walk-in-interview

Date : 17<sup>th</sup> April 2023  
Time : 2.30pm  
Place : ICMR-National Institute of Medical Statistics, New Delhi

Interested candidates are invited to attend walk-in-interview test for the position of **Project Coordinator** under the project **“HIV Surveillance and Epidemiology”** which are to be filled purely on temporary and contract basis at ICMR-NIMS, New Delhi for the period up to 12 months (till March 31, 2024)

Sr.No.	Project Human Resource Position	No. of Positions	Essential Qualification & Desirable Qualifications	Consolidated emoluments (per month)	Max age Limit (in years)
1	<b>Project Coordinator (Statistics)</b> Non-medical	<b>01</b>	<b>Essential Qualification &amp; Experience</b> PhD degree in Statistics/Biostatistics/Population Studies/Public Health with minimum 1 year of experiences in disease surveillance/public health epidemiology/public health research/ experience in NACP at National/State-level preferred. <b>Or</b> Master's degree in Statistics/Biostatistics/Population Studies/Public Health with minimum 3 years of experiences in disease surveillance/public health epidemiology/public health research/ experience in NACP at National/State-level preferred. <b>Desirable skills/Experiences</b> i. Working knowledge of Biostatistics/Statistical Packages (Epi Info/SPSS/Stata etc.)/Microsoft Office ii. Publications in peer reviewed journal	Rs 100,000	45

#### **Responsibilities and reporting of Project Coordinator (Statistics)**

1. The Project Coordinator will work under the direct guidance and in consultation with the Focal Person at ICMR-NIMS.
2. He/she will support the implementation of Surveillance & Epidemiological activities as defined under the MoU between the NACO and the ICMR-NIMS. This shall include, but not limited to, undertaking, and supporting epidemiological investigations, verbal autopsy, supportive supervision, capacity building, periodic review etc. in the facility/community field settings.
3. He/she shall provide technical support to the NACO's DAPCUs/Cluster priority districts towards evidence-driven response planning, implementation, and monitoring under the direct guidance of the SI-Surveillance & Epidemiology, NACO/ICMR-NIMS.
4. He/she shall undertake field visit in the implementation of Surveillance & Epidemiological activities

as per the instructions of the NACO's SI-Surveillance & Epidemiology and the official representing the national/regional institutes (Surveillance & Epidemiology).

5. Any other Surveillance and Epidemiology (under NACP) related work as assigned by concerned officer at the ICMR-NIMS/NACO-SI-S&E.
6. The candidate shall agree that all knowledge and information not within the public domain which may be acquired during the carrying out of his/her responsibilities as Project coordinator (Statistics) shall be for all time and for all-purpose regarded as strictly confidential and shall not be directly and indirectly disclosed to any person without the consent of the ICMR-NIMS and NACO, MoHFW, GoI.
7. The candidate shall agree to sign a confidentiality and non-disclosure agreement with ICMR-NIMS ensuring compliance to the extant guidelines of NACO, MoHFW, GoI.
8. The annual extension of contract of Project coordinator (Statistics) any, shall consider the performance including the completion of field visits in view of the prescribed needs.

Sr.No.	Project Human Resource Position	No. of Positions	Essential Qualifications & Experience	Consolidated emoluments (per month)	Max age Limit (in years)
2	Senior Research Fellow (SRF) (Statistics)	01 (One-General)	<p><b>Essential Qualification</b> Master's degree in Statistics/Biostatistics//Population Studies/Public Health. Knowledge of handling statistical packages for health data analysis.</p> <p><b>Essential Experiences</b> Two years research experience</p>	Rs.28,000 (fixed)per month	Below 35 years on the date of interview

#### Work Responsibility

1. Assisting PI/Focal Person and project activities.
2. Review of related literature.
3. Analysis of behavioural, biological and programme data.
4. Writing reports and papers for peer reviewed publications.
5. Participate in training program/project review meeting.

#### General Terms and conditions: -

1. The positions are meant for temporary project and co-terminus with the project. Selected candidates will be required to work at Delhi, ICMR-NIMS.
2. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn / cancelled / modified at any time.
3. Cut-off date for age limit will be as on the date of walk-in-interview.
4. Age relaxation will be as per the guidelines of ICMR.
5. 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.
6. Mere fulfilling the essential qualification does not guarantee the selection.
7. Persons already in regular time scale service under any Government Department/ Organizations are not eligible to apply.
8. ICMR-NIMS reserves rights to consider or reject any application/candidature and also reserves the right

right to cancel/modify the process at any time, at its discretion.

9. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
10. The persons engaged on Project Human Resource Positions 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.
11. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption/ regularization of service in funding agency or in ICMR.
12. ICMR-NIMS reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
13. Leave shall be as per the ICMR's policy for project human resource positions.
14. The decision of the Competent Authority will be final and binding.
15. Canvassing in any form will be a disqualification.
18. Candidate shall bring with them the filled in application form in prescribed format, duly filled in all the aspects along with originals as well as photocopies of certificates and documents and other testimonials to support the claim of experience etc. for production at the time of interview.
19. Candidates coming for interview should bring an extra copy of Bio-data/Resume and a recent passport size photograph.
20. Candidates are requested to reach 30 minutes before the commencement of the interview to complete the necessary registration process.
21. No TA/DA will be paid for attending the interview/written test and discussion and candidates have to arrange transport/ accommodation themselves.
22. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see the website of ICMR regularly for further updates related to this advertisement.



Administrative Officer