



No. NIRT/PROJ/RECTT/2019-20

Dt: 30.10.2019

Request for Application for the post of Data Entry Operator (Grade – B)

The following posts are to be filled purely on temporary basis from willing eligible candidates under the project “**National survey for state-wise prevalence of microbiologically confirmed pulmonary tuberculosis in India**” implemented by this institute as detailed there on.

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| Name of the post | Data Entry Operator (Grade – B) |
| Place of posting | NICED, Kolkata |
| Number of posts | 1 Post (UR) |
| Essential qualification | Intermediate or 12TH pass in science stream from a recognized board with DOEACC "A" level from a recognized institute and/or Two years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization A speed test of not less than 8000 key depressions per hour through speed test on computer. |
| Desirable Qualification | 1.Experience in Data Entry in research projects or in any National Health Program. 2.Work experience in Electronic Data Processing/Biostatistics/Data Management. 3.Should be well conversant with various computer programming including MS Word, Excel. |
| Age limit | 28 years |
| Emoluments | Rs.18,000/- |
| Nature of duties | 1. Get trained in Protocol of National TB Prevalence Survey, India 2017- 18 as well as SOPs and training manuals. 2. Manage all laptops, local server, internet connection, tablets and applications and ensure smooth data synchronization. 3. Monitor completeness of data in all fields during survey activities in the cluster village / town. 4. Regular monitoring of dashboards and reports with pending activity lists for all activities and share the same for follow-up with respective staff. 5. Cluster reporting and handing over by the Survey Team to local RNTCP and health staff. 6. Coordinate with local RNTCP Units for pending cluster activities (especially for sputum sample collection and transportation, patient treatment initiation etc.) 7. Maintain laptops, printers etc. in working condition including the antivirus protection and regular updating, scanning etc. 8. Facilitate trouble shooting for any IT application related issue faced by survey team. 9. Manage correspondences between Survey Team and PMU as well as local health facilities e.g. DTC, PHC, GH, CHC etc. 10. Maintain expenditure of funds during the cluster. 11. Maintaining electronic attendance register for Survey Team as well as supervisory officers, support staff etc. for each cluster. 12. Any other job as assigned by Senior Investigator, Medical Officer & PMU as per Survey needs. |
| Duration | 6 Months |

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| Venue | ICMR – National Institute Of Research In Cholera & Enteric Diseases (NICED), P- C.I.T. Scheme XM, Belehata,, 33, CIT Rd, Subhas Sarobar Park, Phool Bagan, Belehata, Kolkata, West Bengal -700010 |
| Date of Interview/Written Test Reporting Time | 1 st November 2019 9.AM to 10.AM |

TERMS & CONDITIONS:

1. The conditions of employment will be the same as that of the project staff on contract basis.
2. The candidates have no right to claim for any regular employment at this Institute.
3. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc., will be reckoned as on the date of walk-in-written test/Interview
4. Age relaxation as per ICMR Guidelines

INSTRUCTIONS TO THE CANDIDATES:

1. Bring the filled in application with one set of photocopy of qualification and experience and other testimonials.
2. Candidate should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for written test / Interview will not be considered.
3. Experience certificate should clearly state the nature of work during the period of employment.
4. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
5. All posts are Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
6. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
7. TA/DA will not be paid by NIRT for attending the written test/ interview.
8. The Director, ICMR-NIRT 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.
9. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
10. Date of Walk-in Interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing Walk-in Interview.

Interested candidates fulfilling the required qualification may download the prescribed application form from the website www.nirt.res.in, www.icmr.nic.in and **walk-in on the date and time mentioned above**, to attend the walk-in-written test/interview at the venue mentioned above. The filled-in application along with self-attested copies of all credentials in support of educational qualifications, age, caste/community and affixing a colour passport size photograph on the application form should be carried with while reporting for walk-in. Original Certificates of all these credentials should also be carried with for verification.

The Director/Selection Committee has the right to accept / reject any application without assigning any reason thereof.

Canvassing and bringing pressure in any form for short listing, interview and employment will be a disqualification and barred from selection process

DIRECTOR