

INDO-US TB PROJECT
Department of Preventive and Social Medicine,
JIPMER, Puducherry -605006

No. JIP/PSM/Indo- US TB /2016/433

Date: 19.07.2016

Applications are invited for the following posts for the project titled “**Impact of Pregnancy on Tuberculosis**” funded by U.S National Institutes of Health (NIH) by the Department of Preventive & Social Medicine, JIPMER, Puducherry.

Sl. no	Name of the post	No. of posts	Pay scale (Rs.) (approx.)
1	Scientist B (Project Co-ordinator)	1	67095
2	Technical officer (A)	1	30033
3	Senior Technical Assistant	1	29607
4	Medical Social Worker	2	29607
5	Technical Assistant	1	23220
6	Junior Nurse	2	19212
7	Senior Lab Assistant	1	17040
9	Lower Division Clerk	1	15123
10	Driver	1	15123

Details of the posts are given in Annexure 1. Shortlisted candidates will be called for a personal interview in the Dept. of Preventive and Social Medicine, IV Floor, Administrative Block, JIPMER, Puducherry at a date that will be communicated to the candidates. There will be no walk-in-interviews for these posts.

Interested candidates may submit their applications (Annexure 2) and bio-data (with email id and mobile number) by post on or before 03.08

.2016.

NOTE:

1. Duration of the post: for a period of 1 year
2. Upper age limit 28 years but may be relaxed as per Government of India rules

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3. Qualification, age, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator
4. Strict discipline, commitment, regular reporting to the hierarchy is very important
5. The posts are purely on contract basis for an external sponsored project, and no claim for any other post in JIPMER shall be entertained.
6. *Valid email id and mobile number is compulsory.*
7. Decision of the Principal Investigator will be final.
8. No TA/ DA will be paid for the interview
9. 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.
10. Only separate applications for each post will be considered
11. There will be screening test to shortlist the candidates. The shortlisted candidates will appear for the personnel interview on the same day.

The applications should be sent to the below mentioned address and the envelope should be superscribed clearly for the post applied,

The Principal Investigator,

Room No.105, Research Room, Administrative Block (Ground Floor)

JIPMER, Dhanvantri Nagar, Gorimedu, Puducherry 605 006

Annexure -1
INDO-US TB PROJECT
Department of Preventive and Social Medicine, JIPMER, Puducherry

IMPACT OF PREGNANCY ON TUBERCULOSIS				
Designation	Pay scale Approx.(Rs.) /month (as per ICMR rules)	Nos.	Qualifications and job responsibilities	Job Responsibilities
Scientist B (Project co-ordinator)	67095	1	<p><u>Essential Qualifications</u> MD/M.V.Sc., in Microbiology/Ph.D in Microbiology/Biochemistry/Biotechnology</p> <p><u>Desirable:</u> Experience in Tuberculosis Clinical Research</p> <p><u>Experience:</u> Three years research experience in the relevant subject after obtaining essential qualification with working knowledge on Mycobacteriology, Molecular techniques, PBMC processing and cryopreservation, ELISA etc., Knowledge on IATA regulations.</p>	<ol style="list-style-type: none"> 1. Assist the PI to interface with project team members including: coordination of field and laboratory activities, Data Management, Regulatory Management. 2. Oversee the adequacy of planning for study implementation 2. Prepare or assist with preparation of key documents e.g regulatory submission documents, internal or external presentations, etc. 3. Procurement of equipments and essentials (clinical supplies, laboratory supplies and field supplies) of the project. 4. Clinical study report preparation as and when required 5. Establishment of project budgets and submission of documents as and when required including financial audits 6. Efficient Human resource management and Lead team meetings as required 7. Overall project management of sending weekly reports, spread sheet maintenance of study activities and attending overseas call as and when required.

PI: Principal Investigator

Technical officer(A)	30033	1	<p><u>Essential Qualifications</u> B.Sc., /M.Sc., (Biostatistics)/ MCA</p> <p><u>Desirable:</u> Experience in clinical data management and handling data in FTP server</p> <p><u>Experience:</u> Five years of working experience</p>	<ol style="list-style-type: none"> 1.Data scanning and uploading 2.Spread sheet maintenance of data 3. Data proof and quality checking 4. Data extraction and handling FTP in database 5.Data query management and tracking log 6.Assisting Research officer in updating study visits and weekly progress reports 7.Attending Data overseas call 8.organizing project meeting 9. Performing all activities assigned by PI
Senior Technical Assistant	29607	1	<p><u>Essential Qualifications</u> M.Sc., Microbiology/Biochemistry/Medical Lab Technology</p> <p><u>Desirable:</u> Working knowledge on Mycobacteriology</p> <p><u>Experience:</u> Three years experience in Molecular techniques, RNA processing, PBMC processing and cryopreservation and revival of cells and ELISA techniques. Knowledge of IATA regulations.</p>	<p>Coordinate with Project co-ordinator in the clinical and laboratory activities of the project</p> <ol style="list-style-type: none"> 1.Blood: a) Separation of PBMCs from whole blood as per the instructions b) Preparation of RNA from the blood from the PAXgene tubes as per the instructions c) Storage of whole blood, RNA and PBMCs in the deep freezers d) Serum separation and preservation 2. Process sputum samples using the GenXpert and record the findings. 3.Attending overseas conference call regarding the laboratory updates 4.Reporting the lab activities to Project co-ordinator
Medical Social Worker	29607	2	<p><u>Essential Qualifications</u> Master of Social work</p> <p><u>Desirable:</u> Experience of working on clinical research</p> <p><u>Experience:</u> Three years of working experience in field/hospital</p>	<ol style="list-style-type: none"> 1. They will obtain written informed consent for index case participation and to allow study personnel to contact and evaluate eligibility of household contacts. They will screen the subjects (IC and HHCs) for confirming eligibility in the study 2. They will be involved in counselling the cases and the household contacts for retention of participants

				<p>throughout the study period.</p> <p>3.They will motivate and counsel subjects for collecting blood, chest X ray, screen for alcohol dependency using AUDIT questionnaire</p> <p>4. They will counsel Index cases for undergoing HIV testing if not done under RNTCP.</p> <p>5. They will assess TB symptoms as well as treatment compliance and interruptions (through questioning of patients, confirmation of TB control program treatment records, and evaluation of clinic visit attendance).</p> <p>6.Follow up of the subjects during and after completion of treatment - symptom questionnaire and assess treatment compliance</p> <p>7.They will assist the Junior nurses in obtaining history and sample collection, transportation to the centres</p> <p>8. They will assist Project co-ordinator in updating weekly progress reports, visit calculators and other study related activities etc.</p> <p>9. Should be ready to travel long distances and working during night hours in case if delivery happens during night time.</p>
Technical Assistant	23220	1	<p><u>Essential Qualifications</u> Graduate in commerce/any science degree of recognized university or equivalent <u>Desirable:</u> MBA (finance/human resource management) <u>Experience:</u> Two years working experience in accounts and financial management</p>	<p>1.Responsible for Financial management of the project</p> <p>2. Management of online fund management system.</p> <p>3. Preparing Procurement bills, staff salary, initiating payment to companies</p> <p>4.Requesting cash advance and submission of bills</p> <p>5.Preparation of UC/SOE for the project along with project Co-ordinator</p> <p>6.Co-ordinating with JIPMER Accounts Section finance as and when required</p>

Junior Nurse	19212	2	<p><u>Essential Qualifications</u> B.Sc. Nursing /Post Basic Diploma <u>Desirable:</u> Experience of working in Antenatal/postnatal Ward/Neonatal unit <u>Experience:</u> Two years of working experience in field/ hospital, Exp. in a govt/ pvt sector hospital – welfare/ health agency, preferably Medical / Public Health Service.</p>	<p>1.Among the index cases, they will</p> <ul style="list-style-type: none"> • Conduct the exam/history & Anthropometric measurements • Clinical measurements • Sample collection at different time points <ul style="list-style-type: none"> ○ Blood collection for whole blood and Paxgene and cord blood collection ○ Collect sputum specimens for culture confirmation ○ Stool collection for ova and parasite testing, helminth serology <p>2.Among the household contacts they will</p> <ul style="list-style-type: none"> • Document latent TB by placement of a tuberculin skin test (TST) • Complete a clinical questionnaire to screen for active TB, • If indicated based on symptoms, advise for chest x-rays, sputum samples for AFB smear and culture. • Obtain blood from all HHC at baseline <p>They will assist the Medical Social worker in fixing appointments, obtaining history, sample collection and transportation to the JIPMER centre They will assist Project co-ordinator in updating weekly progress reports, visit calculators and other study related activities etc.</p> <p>3. Should be ready to travel long distances and working during night hours in case if delivery happens during night time</p>
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Senior Lab Assistant	17040	1	<p><u>Essential Qualifications</u> B.Sc., Microbiology / Biochemistry/MLT</p> <p><u>Desirable:</u> Working knowledge on Mycobacteriology, Molecular techniques, RNA processing, Stool processing, PBMC processing and cryopreservation and revival of cells and ELISA techniques. IATA regulations and clinical research.</p> <p><u>Experience:</u> Three years working experience in research lab</p>	<p>1.Perform pathological and biochemical tests in connection with the project</p> <p>2.Stool: Examination of stool samples as per instructions for examination of ova, cysts etc.,</p> <p>3. ELISA (QGIT)</p> <p>4.Materials management, assist in purchase of essentials for the project and maintenance of records</p> <p>5. Repository management, Maintain records of storage of specimens in the deep freezer.</p> <p>6.Lab maintenance: daily cleaning and disinfection and safety procedures</p>
Lower Division Clerk	15123	1	<p><u>Essential Qualifications</u> Graduate in commerce/ any science degree of recognized university or equivalent</p> <p><u>Desirable:</u> BCA/B.Sc., computer science with typing skills of 40words/min and short hand.</p> <p><u>Experience:</u> Six month working experience in any reputed organization</p>	<p>1.Assisting the Project co-ordinator in preparation of financial documents and study related official documents and their follow-up as and when required</p> <p>3. Assisting Project co-ordinator in procurement of project supplies</p> <p>4.Assisting PI as and when required</p> <p>5. Assisting Project co-ordinator in regulatory activities</p> <p>6.Assist in data management/ queries</p> <p>7. Followup of submission of payment cheques to companies.</p>
Driver	15123	1	<p><u>Essential Qualifications</u> Higher secondary or matric/SSLC with Diploma with License for light motor vehicle (Car/Van).</p> <p><u>Desirable:</u> Knowledge of driving routes of Cuddalore and Villupuram districts</p> <p><u>Experience:</u> Driving experience of more than 2 years</p>	<p>1.Maintenance of project vehicle</p> <p>2. Driving teams to study area in time and helping field teams in logistics</p> <p>3. Sample pickups from different study areas</p> <p>4. Updating daily activities to Project co-ordinator</p> <p>5. Performing all activities assigned by PI and Project co-ordinator</p>

