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INDIAN COUNCIL OF
MEDICAL RESEARCH

NIE
NATIONAL INSTITUTE OF
EPIDEMIOLOGY

आई सी एम आर – राष्ट्रीय जानपदिक रोग विज्ञान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY
Department of Health Research, Ministry of Health and
Family Welfare, Government of India



No. NIE/PE/Advt/Dec/2024/17

Date: 05.12.2024

VACANCY NOTIFICATION

Applications are invited for the project posts under CoAg - PMU project from the eligible candidates in the prescribed proforma appended.

1)

- A) Name of the post : **Consultant (Technical-Non-medical) (Finance)**
B) Name of the project : CoAg Project Management Unit
C) Number of Vacancies : 01
D) Place of posting : ICMR-NIE, Chennai
E) Mode of submission of Application : **Through NIE Recruitment Portal**
F) NIE Recruitment Portal Link : <https://icmrnie.in/niecareer/commapp.php>

Essential Qualification	Professionals having MBA qualification in Finance/ Accounting/ Banking and Financial Services/ Economics from a recognized University/ Institute with research & development experience and published papers.
Desirable Qualification	<ul style="list-style-type: none">• Practical experience in handling Finance and/or Administration related to Medical Projects/Research• Candidate must be fluent in English (both written and spoken) and Tamil• Working knowledge on Hindi is an asset• Knowledge of office suites like Word, Excel & PowerPoint
Date of Online Interview	Will be intimated later
Age Limit	65 Years
Remuneration	Rs. 70,000/- Per month (Consolidated)
Nature of Duties	<ul style="list-style-type: none">• Managing the foreign funded project's accounts and books.• Preparing Administration and Finance reports as per foreign funding agency.• Assist the PI in handling finances related to the Project/Research• Any other work assigned by the PI /Director
Duration	Till September, 2025.

2)

- A) Name of the post : **Consultant (Technical-Non-medical) (Project Management)**
B) Name of the project : CoAg Project Management Unit
C) Number of Vacancies : 01
D) Place of posting : ICMR-NIE, Chennai
E) Mode of submission of Application : **Through NIE Recruitment Portal**
F) NIE Recruitment Portal Link : <https://icmrnie.in/niecareer/commapp.php>

Essential Qualification	Professionals having MBA qualification in Project Management / Administration / Human Resource / Health Administration / Operations Management from a recognized University/ Institute with research & development experience and published papers.
Desirable Qualification	<ul style="list-style-type: none">• Practical experience in project management related to Medical Projects/Research• Candidate must be fluent in English (both written and spoken) and Tamil• Working knowledge on Hindi is an asset• Knowledge on Microsoft Projects• Knowledge of office suites like Word, Excel & PowerPoint
Date of Online Interview	Will be intimated later
Age Limit	65 Years
Remuneration	Rs. 70,000/- Per month (Consolidated)
Nature of Duties	<ul style="list-style-type: none">• Manage CDC CoAg projects• Assist the PI in managing Health Projects/Research• Any other work assigned by the PI /Director
Duration	Till September, 2025.

How to apply:

- 1) The candidates applying for the post should first confirm their eligibility as per Advertisement on the website of the Institute i.e. **nie.gov.in**. They should also ensure that they have a valid personal e-mail ID and mobile number. Candidate should note that the e-mail ID and mobile number are to be kept active during the recruitment process.
- 2) All eligible candidates willing to apply in response to this advertisement notice should visit **NIE Recruitment Portal** and register himself / herself before the last date. For applying the project posts, one should select advertisement number of this notice and fill other details i.e. post applied for, Name of candidate, Date of birth, category, e-mail ID, mobile number etc. Upon successful registration, the user name/application number and password will be sent to the e-mail ID used during registration.
- 3) Candidate(s) should note that no edit option will be available to them after saving the application finally. Therefore, the candidates are advised to fill all the details regarding name, category, qualification, experience etc. carefully. Candidates are also advised to ensure that they have uploaded the correct photograph.
- 4) **Filled application along with supporting documents should be submitted through “NIE Recruitment Portal” on or before closing date: 19.12.2024, 05:00 p.m.**

Instruction to the candidates

1. The crucial date for determining the age limit shall be the closing date for receipt of application.
2. Experience certificate should clearly state the nature of work during the period of employment. Appointment order, pay slip will not be accepted in place of experience certificate. Experience certificate should contain salary per month and duration.
3. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
4. The above said post is Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
5. The incumbents selected will have no claim for regular appointments under NIE/ICMR or continuation of his/her services in any other project.
6. TA/DA will not be paid by NIE for attending the written test/interview.
7. The Director, ICMR-NIE 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.
8. Candidates are advised to check ICMR – NIE website regularly for further information or changes, which will be updated from time to time.
9. Date and time of online interview will be intimated by Email separately to the eligible candidates.
10. Incomplete applications without relevant enclosures will not be considered.

DIRECTOR