

THE TAMIL NADU DR.M.G.R.MEDICAL UNIVERSITY,CHENNAI-32

DEPARTMENT OF EPIDEMIOLOGY

Ref.No.DoE/124314/2017

NOTIFICATION

Date:18.09.2017

Applications are invited for the following short-term positions (Documentation Officer, Assessors, Data Analyst, Data Entry Operator) to be filled, purely on temporary basis in the project titled “ Capacity Building Assessment (CPA) of Auxillary Nurse & Midwifery (ANM) Training Schools in Tamil Nadu, India supported by UNICEF.

1. Name of the post	Documentation officer
Place of posting	50% travel within Tamilnadu
Number of post	1
Essential qualification	M.Sc -Nursing , MSW/MBBS/BDS/Siddha/Homeopathy or MSc., in Epidemiology/Public Health/Life sciences (PG with minimum of 2yrs Public Health Experience)or equivalent or higher qualification in education
Desirable skills	Prior experience in assessing health institutes is preferable
Age limit	Maximum 50 years
Emoluments	Consolidated Honorarium of Rs 40,000/Per Month
Nature of Duties	To oversee & supervise field planning, Data collection, management, Data analysis ,Data Interpretation & Final Report Preparation
Duration	Three months

2. Name of the post	Assessors
Place of posting	Travel within districts of Tamilnadu
Number of post	4 (2 per centre for 3 days for 10 centres)
Essential qualification	B.Sc or M.Sc .,in Nursing/ M.Sc., Epidemiology/ MSW / Any Life sciences (minimum of 2yrs Experience) or equivalent or higher qualification in education
Desirable qualification	Prior experience in assessing health institutes is preferable
Age limit	Maximum 50 years
Emoluments	Consolidated Honorarium of Rs.2500/-/Perday/Per centre/ for five centres (15days-Rs.37,500 for each Assessors)
Nature of Duties	To coordinate with ANM Institute across Tamil Nadu and conduct assessment as per TOR

Duration	Maximum one months (should cover 10 centres)
3. Name of the post	Data entry operator
Place of posting	Chennai
Number of post	1
Essential qualification	B.Sc computer science or DCA or equivalent or higher qualification in education
Desirable qualification	Minimum of one year of Data Entry is preferable
Age limit	Maximum up to 50 years
Emoluments	Consolidated honorarium Rs.10000 per month
Nature of Duties	Quality entry the all district data collected by field officer
Duration	Three months

4. Name of the post	Data analyst
Place of posting	Chennai
Number of post	1
Essential qualification	M.Sc., Epidemiology / M.Sc Biostatistics/Statistics or equivalent or higher qualification in education
Desirable qualification	Prior experience in assessing health institutes is preferable
Age limit	Maximum up to 50 years
Emoluments	Consolidated Honorarium of Rs 30,000/Per Month
Nature of Duties	Data cleaning and Analysis
Duration	Three months

General Instructions:

1. Application in the prescribed format should reach the Registrar on or before **16/10/2017**
2. **Applications must be super scribed with “Name of the post applied” at the left top corner of the envelope. Advance copy of the Application can be send through Email: epid@tnmgrmu.ac.in and applications received after last date (due to Postal/ Courier delays) will not be considered.**
3. Candidates are required to apply in the prescribed format with complete information and attachments.
4. Candidates are required to mention one valid E-Mail ID/Contact number.
5. Any application without self-attested copy of relevant certificates / mark sheets / testimonials is liable to be rejected.
6. Additional sheets may be attached in the same format, wherever the space allocated is insufficient.

7. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection.
8. The competent authority may fix the criteria for short listing the candidates higher than the prescribed essential qualifications as per recommendations of the internal screening committee as well as actual or specific requirements of the posts.
9. In case of large number of applications received, competent authority has the right to set higher norms than the minimum. The short listing may be done based on academic performance and quality / quantity of relevant experience.
10. The list of shortlisted candidates eligible for further participation in the selection process shall be uploaded/displayed on the University website.
11. Venue and date will be intimated to the shortlisted/scrutinized candidates by post.
12. Interim enquires relating to any matter will not be entertained.
13. The competent authority reserves the right to reject any or all the applications without assigning any reason. No recommendation in this matter will be entertained.
14. The competent authority also reserves the right to increase / decrease the number of vacancies as per the requirement.
15. Original documents / certificates will have to be produced at the time interview for verification.
16. Canvassing in any form will lead to rejecting of application form.
17. The decision of the competent authority will be final in the matter of selection
18. No TA/DA will be paid to attend the interview.
19. The incumbent selected will have no claim for any regular appointment under University or continuation of his/her services in any other projects.
20. Candidates having proficiency in the local language of the State and English will be preferred.
21. After completion of project work, the incumbent will be terminated from the service of this University without any prior notice
22. During the course of project work, if the incumbent work is not satisfactory, she/he will be discharged immediately from the project work of the university without assigning any reason/prior notice
23. If the incumbent has disclosed the research of the project to any third parties/outside then he/she will be discharged from the project work of this university without assigning any reason/prior notice

How to Apply:

1. Interested candidates may apply on the prescribed application form, which may be downloaded from the website www.tnmgrmu.ac.in
2. Application forms complete in all respects along with self-attested copies of Certificates / documents, should reach the Office of “The Registrar, The Tamil Nadu Dr.M.G.R.Medical University, No:69, Anna salai, Guindy, Chennai-600032
3. Incomplete application forms will not be entertained and the applications received after the due date will not be considered and rejected straightaway.