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ICMR-NATIONAL INSTITUTE OF EPIDEMIOLOGY
Department of Health Research,
Ministry of Health and Family Welfare,
Government of India
R-127, Second Main Road, TNHB, Ayapakkam,
Chennai – 600 077.

No. NIE/PE/Advt/2020

Date: 12.03.2020

ADDENDUM

Reference notification vide Advt No. NIE/PE/Advt/2020/04 dated 04.03.2020 for recruitment of Project Staff available on www.nie.gov.in, the following addition is hereby notified:

Name of the post	Project Upper Division Clerk
Date of Walk-in Interview	27th March 2020
Number of post	01 (One) (SC)
Name of the Project	Model District for Public Health Preparedness, Surveillance and Response: Multi – Strategic Integrated Approach in Tiruvallur District, Tamil Nadu, India
Place of posting	ICMR – NIE, Chennai
Essential Qualification	12 th pass or equivalent from a recognized board with 5 years' experience of administrative work (OR) Graduate in any discipline with 2 years' experience of administrative work (OR) A typing speed test of not less than 8000 key depressions per hour (KDPH) in English on computer
Emoluments	Rs.17,000/- per month
Age Limit	SC – 33 years (including 5 years age relaxation)
Nature of Duties	<ul style="list-style-type: none">• Preparation of budget and utilization statements for the project• Preparation of pay bills & returns• Processing of TA claims• Maintenance of accounts and receipts• Maintenance of budget and fund transfer records• Preparation of letters of correspondence etc.• Any other work assigned by the Director / PI / Co – PI / Supervisory Officer
Duration	6 months

Rest all contents of the above – referred notification remains unchanged.

DIRECTOR