



NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG, NEW DELHI

Applications are invited for the one position of Consultant (Research Management) for the following time-bound sponsored project as per the details given below:

S. No	Name of the project & Duration of the Project	Post details and No of Posts	Name of the Project Investigator and Email ID
1.	"IRMI Research Management Grant" funded by "DBT/Wellcome Trust India Alliance Tenable till-14.03.2025	Consultant (Research Management) (One position only)	Dr. Banya Kar Public Relation Officer banya.kar@nii.ac.in

Essential Qualifications:

- B.Tech (any field including biotechnology) or Master's Degree in Life Sciences or Biological Science, Physical Sciences, Biotechnology, Computer Sciences, Data Science or Information Technology from any recognized University/Institute
- Excellent attention to detail
- An analytical mindset and strong problem-solving skills
- Ability to work independently and as part of a team.

Desirable:

- Understanding of research funding mechanisms
- Experience in data management.
- OR Administrative experience within the context of a research funding organisation or a university
- OR Experience in Research Management or Funding Agencies

Emoluments: Rs. 40,000/- per month (Fixed).

Job Description

- Design and develop a data repository system for the research projects undertaken by the faculty of NII. The repository system should include (but not be limited to) data like the research projects undertaken by faculty with their status, collaborators, stakeholders, research outcomes, the potential of technology development or evidence for policy.
- Maintain up-to-date data on NII's research services and allied activities in addition to HRD and other activities such that reporting and documentation can be streamlined.
- Liaise between NII Scientists, different departments of Administration, and Funding Agencies for collection of data.
- Assist with intellectual property management at NII.
- Assist in setting up a pre-grant support system at NII.
- Candidates having relevant experience in the above areas will be preferred.

General Terms & Conditions:

1. The candidates selected for the above posts will be on contract for one year or duration of the project whichever is shorter, at a time.
2. No hostel/ housing facility will be provided.
3. Applicants may clearly mention the category they belong to i.e. SC/ST/OBC/PH and attach documentary proof of the same.
4. No TA/DA will be paid for attending the interview, if called for.
5. Apart from sending application in the prescribed format given below, candidates should send a Cover letter and complete *Curriculum Vitae* along with the names of three referees. *Curriculum Vitae* should contain details of publications (if any) and experience (if any) with job responsibilities and achievements.
6. Canvassing in any form will be a disqualification.

HOW TO APPLY

Interested candidates may apply directly, **STRICTLY IN THE PRESCRIBED FORMAT GIVEN BELOW**, through e-mail, to the Investigator of the project, clearly indicating the name of the project along with their complete CV, E-mail-ID, fax numbers, telephone numbers. **Only Short listed candidates** will be called for interview and they required to submit attested copies of all their certificates and a Demand Draft of Rs 100/- drawn on Canara Bank or Indian Bank payable at Delhi/New Delhi in favour of the Director, NII (SC/ST/PH and Women candidates are exempted from payment of fees) subject to submission of documentary proof), at the time of interview.

LAST DATE OF RECEIPT OF APPLICATIONS: 09th May, 2024

PRESCRIBED FORMAT

1.	Full Name				
2.	Father's Name				
3.	Mother's Name				
4.	Date of Birth & Age				
5.	Gender				
6.	Category (SC/ ST/ OBC / PH)				
7 (a)	Full Correspondence Address				
(b)	Permanent Address				
8.	E. mail-ID, Fax, Telephone No. and Mobile No. (if any)				
9.	Details of Past Experience & Present Employment , If any				
10.	Whether qualified any 'National Level Examination' (Please State)				
11.	Details of the Academic/Professional Qualifications/ Trainings/Workshops:				
12	Educational Details				
	Name of examination passed	Year of passing	Board/Institution/University	Percentage and division	Remarks

Please Note:

- 1. Applications containing incomplete information shall not be entertained.**
- 2. Date of passing the examinations must be indicated clearly.**