

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES (SVIMS),
TIRUPATI

Recruitment Notification for DBT–NIDAN Kendra Project at SVIMS

Applications are invited from eligible candidates for the following purely temporary and contractual positions under the DBT-supported NIDAN Kendra at SVIMS, Tirupati. The Kendra aims to establish facilities for Karyotyping, Molecular Genetics, and Newborn Screening under the DBT-UMMID Initiative.

Post	No. of Positions	Emoluments (per month)	Upper Age Limit	Essential Qualifications	Desirable Qualifications / Experience
Project Associate – I	01	₹31,000 + 8% HRA	35 years	M.Sc. in Genetics / Biotechnology / Life Sciences / Molecular Biology or equivalent with NET / GATE qualification OR M.Tech in relevant subject OR M.Sc. with 2 years' research experience in Human Genetics / Cytogenetics / Molecular Biology	Hands-on experience in karyotyping, PCR, NGS, and molecular diagnostic techniques with good managerial skills. Publication in peer-reviewed journals.
Project Assistant	01	₹20,000 + 8% HRA	30 years	B.Sc. in Life Sciences / Medical Laboratory Technology (MLT) / Biotechnology	Experience in clinical laboratory techniques, cytogenetics, molecular biology or newborn screening procedures.
Data Entry Operator	01	₹18,000 (consolidated)	28 years	Bachelor's Degree in any discipline with Diploma/Certificate in Computer Applications and proficiency in MS Office, data management	Prior experience in clinical research databases, hospital information systems. Good typing speed and accuracy in English language.

Job responsibilities:

Project associate:

1. Perform and supervise all the genetic assays in laboratory.
2. Maintain accurate documentation, data analysis, and preparation of reports for DBT.
3. Should assist the PI in the preparation of progress report of the project work and Statement of Expenditure and Utilization Certificate to be submitted to DBT at regular intervals.
4. They should facilitate the PI/representatives during monitoring, supervision, and quality assurance of collected data.
5. Assist in training junior staff, project assistants, and students in laboratory techniques.
6. Ensure compliance with biosafety, ethical standards, and project guidelines.
7. To follow and execute the work allotted by PI

Project assistant:

1. Assist in sample collection, processing, and preparation for genetic testing.
2. To Support project associate in routine cytogenetic and molecular diagnostic procedures & provide technical assistance in conducting newborn screening.
3. To prepare letters (English)/project reports for official communication.
4. To help the project associate/PI to conduct project related trainings and awareness programs.
5. Carry out laboratory housekeeping, inventory management, and maintenance of consumables.
6. Record and maintain laboratory data, registers, and logs.
7. Support project documentation and coordination of day-to-day activities.
8. To follow and execute the work allotted by PI

Data entry operator:

1. Perform data entry of patient demographic, clinical, laboratory, and genetic records into databases.
2. Maintain confidentiality and secure handling of sensitive health data.
3. Should ensure completeness and accuracy of records, generate reports, and assist in preparation of project submissions to DBT.
4. Support digital documentation, record archiving, and data retrieval for audits and monitoring.

Terms and Conditions:

- Nature of Post: All positions are purely contractual, initially for one year, and may be extended based on satisfactory performance and availability of funds.
- Cut-off date for age limit will be the date of notification
- Emoluments: The rates of emoluments/stipend shown in this advertisement are as per the funding agency guidelines and as per the sanctioning date and may vary according to the sanction from the same.
- Leave Rules: Leave will be applicable as per SVIMS institutional policy for project staff.
- TA/DA: No travel or daily allowance will be provided for attending the interview or joining duty.
- Termination: Appointment can be terminated by either party with one month's prior notice or salary in lieu thereof.
- The engagement will not bestow any claim for regular appointment at SVIMS.
- Candidates must bring all original certificates (educational, age, experience) along with one set of self-attested copies at the time of interview to submit the office.

- The Director, SVIMS reserves the right to cancel, modify, or withdraw this notification without assigning any reason.
- Separate application should be submitted for each post
- Mere fulfilling the essential/educational qualification does not guarantee the selection.
- Submission of wrong or false information shall disqualify the candidate at any stage.
- In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e. Aadhar /PAN/Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents, for verification at the time of joining the post.
- CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
- No correspondence in this regard will be entertained.

How to Apply

Eligible candidates should submit their details in attached google form (in prescribed format)- mandatory. Link: <https://forms.gle/CyERwZTYUvUCgEuA6>

Hard copy of filled in application with supporting documents be submitted by post to the Principal Investigator, DBT-NIDAN Kendra, SVIMS, Tirupati, on or before the notified last date by evening 5 pm.

The mode of interview (online/offline) and date will be intimated to the shortlisted candidates and will be displayed on the website.

Timelines:

- 1. Last date for receiving hard copy of application along with photocopies of supporting documents- 27-9-25**
- 2. Last date for submitting google form- 29-9-25**
- 3. Date and time of interview- will be intimated to shortlisted candidates by mail and will be displayed on website**

Address to send hardcopy:

Dr. Alekhya. M
Assistant Professor/principal investigator
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