



# JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

### REC-02: Advertisement Format

Advt. No. JIP/PSY/ABIGNET/2025-01

Date: 23.06.2025

#### Advertisement for Recruitment to Project Posts (on Contract)

Applications are invited from eligible candidates to work on the following post(s) on a contract basis in a research project funded by National Institutes of Health (NIH), USA, at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, as per the details below.

Name of post (number)	Project technical support III (research assistant) — 01 post (female)
Likely duration	18 months (depending on project timelines and on the performance of the candidate)
Consolidated remuneration	Project technical support III (research assistant) – ₹28,000+18% HRA (5,040/-) per month (no other allowances other than those mentioned here are payable)
Project title	Asian Bipolar Genetics Network
Funding Agency	National Institutes of Health, USA
Project investigator (PI)	Dr Vikas Menon
PI's department	Psychiatry

#### Nature of work/responsibilities and expectations

##### Project technical support III (research assistant) (1 post)

- To undergo training in patient phenotyping
- To recruit, consent, and interview volunteering patients
- To co-ordinate data entry and management in the prescribed software.
- To liaise with investigators from other clinical sites and attend project coordination meetings, as and when necessary

#### Eligibility criteria (Qualifications and experience)

##### Project technical support III (research assistant) (1 post) (female)

###### A. Essential:

- Masters in public health, social work, psychology or nursing OR M. Phil in Clinical Psychology/Psychiatric Social Work
- Good command of Tamil and English—Reading, speaking & writing, preferably typing
- Experience in interviewing patients

###### B. Desirable:

- Two years of clinical experience in the relevant field
- Experience of clinical cohort management
- Microsoft Office Experience (Word, excel, PPT)
- Experience with RedCap software

###### C. Maximum Age Limit: 35 years (as on last date of receipt of applications)



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Eligible and interested candidates may email the filled application form (attached), along with CV and supporting documents (scanned in one pdf) to the **Email ID: abignet.jipmer@gmail.com**

#### Notes:

1. **Applications not in the prescribed format will not be processed or accepted.**
2. Please mention the name of the post applied for in the email subject line.
3. The PDF file should be named as: **"Candidate name\_Post-name\_year\_application"**. e.g. **"James\_DEO\_2025\_application"**.
4. **The last date for sending complete applications by email is 04.07.2025 (upto 4:30pm).**

Applicants will be shortlisted based on the details furnished in the application, CV, and the documentary proof provided. The list of eligible candidates will also be displayed on the JIPMER website. The final selection will be based on CV, application, and written test/interview.

#### EVALUATION CRITERIA:

After the evaluation of the application form, the recruitment process will be as follows:

##### A. Written test (60 MCQ questions)

###### Project technical support III (research assistant) (1 post)

*will cover basic clinical interviewing skills, eliciting basic signs and symptoms, closed-ended vs open-ended questions, etc.*

##### B. Interview (panel of 3 experts)

###### Project technical support III (research assistant) (1 post)

*will cover work experience, language aspects, reliability/validity aspects of interviewing, importance of non-verbal cues, attitudes, empathy, handling non-response, etc.*

#### TERMS AND CONDITIONS:

1. This position is purely on contract basis for an externally sponsored project, and the person engaged will have no claim to any regular post in JIPMER at any time. Further, the position is only for the duration of the project and based purely on external funding support for the project.
2. The engagement may be extended or curtailed at discretion of the Project Investigator.
3. Qualification and experience should be in a relevant discipline/field and in a reputed institution/organization. The experience should have been gained *after acquiring the essential qualification*.
4. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
5. Valid email ID and mobile number are compulsory.
6. Consolidated salary of the post may vary from time to time. No other allowance/facilities other than consolidated salary shall be extended.
7. Submission of wrong or false information at any stage during the process of selection or canvassing of any kind will lead to disqualification or even termination if detected after the person has been engaged.
8. Only shortlisted candidates will be called for a written test and/or interview. Decision of the Project Investigator will be final. If the number of applications is very large, more stringent criteria than those specified above may be used to determine eligibility.
9. No TA/DA will be paid for attending the interview.



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10. Incomplete applications and applications that are not in the prescribed format and those not fulfilling the essential criteria above are likely to be summarily rejected. Candidates may attach their CVs with the application form. *However, applications with CV alone and without the prescribed form and certificates will be rejected.*

Interviews for the post may be conducted in person or via videoconferencing, at the discretion of the Principal Investigator. In the latter case, the individual candidate will be responsible for ensuring access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities, and an adequate internet connection.

Date and time of written test/interview will be **11.07.2025 (8:30 am onwards; please see below)** please see below)

Approximate timelines for recruitment (subject to change)	
Application last date	04.07.2025; 4:30PM
Email ID for applying	abignet.jipmer@gmail.com
Shortlist published on JIPMER website	07.07.2025
Interview date and reporting time	11.07.2025 (8:30 am)
Certificate Verification	11.07.2025 (8:45 am)
Written screening test (single response type MCQ)	11.07.2025 (9:30 am onwards)
Interview (for those shortlisted after the screening test)	11.07.2025 (2:00 pm onwards)
Venue	Seminar Room, Dept of Psychiatry, Ground floor, Old hospital building, JIPMER, Puducherry
Announcement of results	14.07.2025
Expected joining date	16.07.2025

**For further queries, if any, contact PI, Dr. Vikas Menon, on the following email: [abignet.jipmer@gmail.com](mailto:abignet.jipmer@gmail.com) with subject of the email mentioned as "Enquiries about ABIGNET project recruitment"**

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