

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

Dhanwantri Nagar, Puducherry-6

**RESEARCH MANPOWER RECRUITMENT FORMS****REC-01: Request for advertisement and committee approval**

From: Dr. Smita Kayal, Department of Medical Oncology

To: Dean (Research), JIPMER.

Date: 19.06.2025

Sub: Request to permit Re-advertisement for recruitment of 3 various posts under ICMR project

Sir,

Project ID: IIRP-2023-4474

Kindly permit me to advertise the following positions for the extramural project mentioned below.

<b>Project title</b>	'Implementation and Assessment of an Innovative Tele-Consultation Program Designed for Local Need-based Cancer Survivorship Care'.	
<b>Funding agency</b>	ICMR	
<b>Total project funds approved for 3 years</b>	1.5 Cr	
<b>Total First year grant received</b>	Rs. 67,98,782 /-	
<b>Funds available for manpower</b>	Rs. 61,54,080 /- (second year grant awaiting)	
<b>Funds already received at JIPMER</b>	Yes - First year grant received – UC/SOE & Annual Report Submitted. (Second year grant awaiting)	
<b>Name of the post (Number)</b>	1. Senior Project Assistant (Finance) - [vacancy 01] 2. Project Technical Support / Officer III - [vacancy 01] 3. Data Entry Operator (DEO) - [vacancy 01]	
<b>Qualification / education</b>	As per the attached advertisement	
<b>Experience</b>		
<b>Age limit</b>		
<b>Any specific process or rules specified by the funding agency for recruitment? If yes, attach document</b>	No	

**The committee for evaluation of the candidate through the interview process is proposed as follows:**

1. Dr. Smita Kayal	Additional Professor & Head, Dept. of Medical Oncology
2. Dr. N. Sreekumaran Nair	Professor & Head, Department of Medical Biometrics and Informatics
3. Dr. Ravi K Chittoria,	Professor of Plastic Surgery, Registrar (Academic) and Head of IT Wing & Telemedicine
4. Dr. Mahalakshmy T	Additional Professor, Department of Preventive and Social Medicine
5. Dr. Biswajit D	Professor, Department of Medical Oncology
6. Dr. Prasanth Ganesan, Professor	Department of Medical Oncology
7. Dr. Jagadesan Pandjatcharam,	Additional Professor & Head, Department of Radiation Oncology
8. Dr. A. Balasubramanian	Professor & Head, Department of Surgical Oncology



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I request your approval of the committee as above.

Signature:	
PI name:	Dr. Smita Kayal
Designation:	Additional Professor

**Attachments:**

1. Proof of availability of project funds for the recruitment - sanction letter from agency
2. Advertisement notice (as per REC-02)
3. Application form for the posts (REC-03)

**Note by the Dean (Research):**

	Signature, date
Approval of advertisement	
Approval of committee	



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## RESEARCH MANPOWER RECRUITMENT FORMS

### REC-02: Advertisement Format

JIP/MEDONCO/ICMR/2024/1.1

Date: 19.06.2025

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

Applications are invited from eligible candidates to work on the following posts on a contract basis in a research project funded by an external agency at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, as per the details below.

#### 1) Post Details:

a) Name of the Post: Senior Project Assistant (Finance)

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"><li>M.com/MBA (Finance)/CMA (inter) CA (inter) graduate with 3 years' experience in administration/finance and accounts work</li></ul>
Desirable Qualification and Experience	<ul style="list-style-type: none"><li>Knowledge of Government rules &amp; regulations and working knowledge in a computerized environment</li><li>Experience in electronic project fund management, audits, and government purchase procedures.</li><li>Skills in MS Office, Excel, MS Word, Cloud storage.</li><li>Experience in conducting online meetings</li></ul>
Salary	Rs.30,600 pm(fixed)
Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none"><li>Overall management of project funding, purchases, salary, account statements, audits.</li><li>Processing of salary for project staff.</li><li>Preparing procurement /tender/ bid documents and placing supply orders</li><li>Requesting cash advance, submission of bills, initiating payment to companies</li><li>Preparation of UC/SOE for the project along with Research Officer.</li><li>Preparing a budget for upcoming projects.</li><li>Coordinating with JIPMER Accounts Section/Finance wing as and when required.</li><li>Other duties assigned by PI.</li></ul>

#### 2) Post Details:

a) Name of the Post: Project Technical Support / Officer III

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"><li>Four years Graduation degree in Engineering/IT/CS /EC + two years' Experience</li><li>or Master's degree in Engineering/IT/CS/EC/MCA + one year of experience</li></ul>
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### RESEARCH MANPOWER RECRUITMENT FORMS

<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Clinical Research / Tele health tools &amp; methods</li> <li>• Knowledge of telehealth guidelines</li> <li>• Computer skills in MS Office, Excel, Email, Video Conference &amp; Telehealth</li> <li>• Programming skills in SAS/R or related programming language</li> <li>• Experience in the development of mobile-based apps.</li> <li>• Basic knowledge of electronics &amp; communication</li> </ul>
<b>Salary</b>	Rs.28000 (+)18% HRA
<b>Age limit/years</b>	Up to 35 years
<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Setting up systems of teleconsultation and troubleshooting in network connectivity.</li> <li>▪ Training &amp; assisting project nurse in the conduct of tele consultation for study participants.</li> <li>▪ Maintain recordings and log of tele Follow-up data.</li> <li>▪ Help in designing and setting up mobile-based app for administering patient-reported outcome questionnaire</li> <li>▪ Coordination of teleconference/online meetings/ training workshops for project staff.</li> <li>▪ Other technical help &amp; miscellaneous duties that arise from time to time.</li> <li>▪ Operation of day-to-day telemedicine session</li> <li>▪ Operation of tele-follow-up session</li> <li>▪ Operation of software and hardware video conference system, any other equipment provisioned.</li> <li>▪ Operation of telemedicine software</li> <li>▪ Participate in all study-related activities and discharge other duties assigned by PI.</li> </ul>

### 3) Post Details:

a) **Name of the Post: Data Entry Operator (DEO)**

b) **Number of Vacancies: 01**

<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer application / IT / Computer science/ Electronic &amp; Communication or related field from a recognized institution/ university</li> <li>• A speed test of not less than 15000 key depressions per hour through a speed test on computer.</li> </ul>
<b>Desirable Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in data entry work</li> <li>• Knowledge of Computer Applications or Business Intelligence tools/Data Management.</li> <li>• Experience in handling clinical research data &amp; patient-related data in Oncology or other clinical areas.</li> <li>• Basic computer skills in MS Office, Excel, MS Word, Video Conference</li> <li>• Basic knowledge of statistics software</li> </ul>
<b>Salary</b>	Rs. 29,200/-pm (fixed)
<b>Age limit/years</b>	Up to 35 years



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<b>Roles and responsibilities</b>	<ul style="list-style-type: none"><li>▪ Data entry, quality check, weekly/monthly data summary &amp; project dashboard.</li><li>▪ Maintain Follow-up schedule for virtual visits &amp; in-person visits for patients recruited in the study.</li><li>▪ Assist in data cleaning &amp; analysis.</li><li>▪ Miscellaneous office and administrative work related to the project.</li><li>▪ Participate in all study-related activities and discharge other duties assigned by PI.</li></ul>
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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: [projectscrap.medonco@gmail.com](mailto:projectscrap.medonco@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 up to **09:00 PM on 05 Jul 2025**.*

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** – Nature of work/responsibilities and expectations, as mentioned in the advertisement
- b. **Interview** - Nature of work/responsibilities and expectations, as mentioned in the advertisement

#### 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 is fixed salary. 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 will be conducted in person, at the discretion of the Principal Investigator

**The interview is tentatively scheduled for the second week of July. The exact date and time will be communicated via email at least one week in advance.**



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## RESEARCH MANPOWER RECRUITMENT FORMS

### REC-03: Application Format

JIP/MEDONCO/ICMR/2024/1.1

Date: 19.06.2025

### **APPLICATION FOR THE POST OF (NAME OF THE POST)**

*For the Project: (Implementation and Assessment of an Innovative Tele-Consultation Program Designed for Local Need-based Cancer Survivorship Care')*

*Print in A4 size paper and fill in with Block Letters with BLUE PEN*

Applicant's name		Affix your recent passport size photo  (Do not staple)
Father's name		
Date of birth dd/mm/yyyy)		
Age on last dates for application	___ y, ___ m, ___ d	
Sex (male/female/other)		
Married/unmarried		
Nationality		
Religion		
Whether SC/ST/OBC		(please attach proof)
Communication address (including PIN)		
Mobile number		
Email ID		

Have you ever been convicted by a court of law or is any criminal case / disciplinary action/vigilance enquiry pending against you? If yes, provide/attach details.		
Language proficiency	Converse	
	Read	
	Write	



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**Educational Qualifications:** *(Enclose self-attested photocopies)*

Qualifications (from SSLC/Matriculation onwards)	Board/University	Year of Passing	% Marks	Subjects
1 Tenth or equivalent				
2 Higher Secondary				
3				
4				
5				

**Details of Previous Employment (if any):** *(Pls attach PDFs of proof of work)*

	Employer	Designation	From (date)	To (date)	Duration (yrs, mos, days)	Nature of duties
1						
2						





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3						
4						
5						

A. Please describe your experience in up to 500 words

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B. Fields of Research Experience / Paper submission in national level conference or publications (if any):

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**RESEARCH MANPOWER RECRUITMENT FORMS**

C. Any other relevant information: \_\_\_\_\_

**Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous/ current work. (Please inform and the persons you list below that they may be receiving calls from us regarding this position, and obtain their permission to mention their names)**

I accept enquires about my previous work with my earlier employer(s): Yes / No

Contact information of previous employer(s):

Name	Designation	Company / Organization Name	Phone	Email ID

**Check List: (Please tick against those enclosed)**

All Certificates must be self-attested and attached in the following order:

Proof of Identity (Copy of Aadhaar card/ Voter ID / Passport /Driving License)	
Certificate in support of age (Tenth equivalent / High School Certificate)	
Degrees/Diplomas	
Experience certificates	
Any others (if relevant; specify)	



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**DECLARATION BY THE APPLICANT**

*Application for the post of: (NAME OF THE POST)*

I, \_\_\_\_\_, wish to apply for the above contract post in an extramural research project, and hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found false, incorrect or ineligible and detected before or after the selection process, my candidature or employment will be terminated. Further, I declare that I have gone through the terms and conditions of the appointment. I will abide by the same and I understand that through applying, qualifying or engagement on this position, I will have no claim against any regular position at JIPMER.

Place:

Date:

(Signature of the Applicant)

NAME (in block letters):