



**REC-02: Advertisement Format**

Advt. No. JIP/PLS/CoE/2026/01

Date: 05/06/2026

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

Applications are invited from eligible candidates to work for the following post(s) on a contractual 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.

Name of post (number)	One post (Project Technical Support II – (Project Assistant)
Likely duration	1 year (extendable based on satisfactory performance)
Consolidated remuneration	<b>Project Technical Support – II (Project Assistant):</b> Rs. 24,000/- per month (Rs. 20,000/- + Rs. 4,000/- [20% HRA])
Project title	CoE, National Programme for Prevention & Management of Trauma and Burn Injuries
Funding Agency	MOHFW
Project investigator (PI)	Prof. Dr. Friji M T
PI's department	Plastic Surgery

**Nature of work/responsibilities and expectations: Project Technical Support – II (Project Assistant):**

**Project Technical Support – II (Project Assistant):**

- Data entry of quantitative and qualitative data including transcripts (Tamil/English) generated during interview and focused group discussions.
- Data Entry and Compilation of project-related records.
- Coordinating and attending Health Education Camps organized by the JIPMER CoE and the Department of Plastic Surgery.
- Preparation and execution of Awareness Program schedules.
- Accomplish all work related to project activities.
- Compile Reports of Project on weekly, monthly, and yearly basis.
- Candidature can be terminated if performance is not satisfactory.

**Eligibility criteria (Qualifications and experience):**

**Project Technical Support – II (Project Assistant):**

a) **Essential:**

- Three Years Graduate degree in Science subject / field from a recognized University with Two Years work experience in Science subject.
- Previous research experience for at least one year.

b) **Desirable:**

- Experience in MS-Office / data entry / statistical software.
- Experience in transcribing qualitative data and data entry of patient-level database.
- Fluency in local language (Tamil) and English.



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### RESEARCH MANPOWER RECRUITMENT FORMS

- Knowledge of computer applications (Microsoft Excel, Word, PowerPoint and other internet related Programmes).
- c) **Maximum Age Limit:** Up to 35 years (as on last date of receipt of applications)

**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: frijimt@gmail.com**

#### Notes:

- **Applications not in the prescribed format will not be processed or accepted.**
- Please mention the name of the post applied for in the email subject line.
- The PDF file should be named as: "*Candidate name\_Post-name\_year\_application*". e.g. "*James\_DEO\_2026\_application*".
- The last date for sending complete applications by email up to **18/06/2026 by 4.00 PM.**

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:

- **Written test:** Computer proficiency, data entry skills, MS Office.
- **Interview:** Basic computer skills and data entry proficiency.

#### **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/alterd 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.
10. Canvassing in any form will disqualify the candidate.
11. Incomplete application and application that are not in the prescribed format and those not fulfilling the essential criteria above are likely to be summarily rejected. Candidates may



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attach their CV's with the application form. However, applications with CV and without the prescribed form and certificates will be rejected.

Interviews for the post will be conducted in person, at the discretion of the principle investigator.

The date and time will be notified one week in advance.

Location: Department of Plastic surgery 4<sup>th</sup> Floor, Super Specialty Block(SSB) JIPMER  
Puducherry.

**Date of interview will be notified one week in advance.**



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**RESEARCH MANPOWER RECRUITMENT FORMS**

**REC-03: Application Format**

Advt.No. JIP/PLS/CoE/2026/01

Date: 05/06/2026

**APPLICATION FOR THE POST OF Project Technical Support – II (Project Assistant):**

For the Project: “CoE, National Programme for Prevention & Management of Trauma and Burn Injuries(NPPMT&BI).”

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 date for application	___ y, ___ mo, ___ 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				
6				
7				

**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					
3					
4					
5					
6					

A. Please describe your experience in up to 500 words

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

C. The project work involves travel to the field/other centers for the study. Will you be willing for the same (Yes/No): \_\_\_\_\_

D. 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 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 enquiries about my previous work with my earlier employer(s): Yes / No



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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: **Project Technical Support – II (Project Assistant)**

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)