



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

REC-02: Advertisement Format

Advt No/JIP/IEC/2023/10/130/2025/01

Date: 24-02-2025

Advertisement for Recruitment to Project Post (on Contract)

Applications are invited from eligible candidates to work on the following post 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.

| | |
|---------------------------|--|
| Name of post (number) | Data Entry Operator – 1nos |
| Likely duration | 1 year |
| Consolidated remuneration | Rs 29,200 per month (no other allowances are payable) |
| Project title | Designing and Implementation of Health Care Model in Patients with Stage 2 Breast Cancer |
| Funding Agency | ICMR |
| Project investigator (PI) | Dr. Biswajit Dubashi |
| PI's department | Medical Oncology |

Nature of work/responsibilities and expectations

Data collection and entry into registry

Eligibility criteria (Qualifications and experience)

A. Essential:

- Diploma in Computer Application/IT/Computer Sciences with at least three years of experience in electronic data processing (EDP).
- Typing speed of not less than 8000 key depressions per hour on a computer.
- Proficiency in Tamil and English (Typing, Speaking, Reading, and Writing).

B. Desirable:

- Experience in MS office suite/ data entry using REDCap
- Prior experience working in government, autonomous, PSU or any other recognized organizations

C. Maximum Age Limit: 28 years as on last date of receipt of applications (relaxation applicable as per guidelines)

Eligible and interested candidates may attend the walk-in interview with the duly filled application form (attached), along with supporting documents.

Notes:

1. Applications submitted in formats other than the prescribed template will not be considered.



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2. Applicants will be shortlisted based on the details furnished in the application and the documentary proof provided. Eligible candidates will be asked to attend the written test. The final selection will be based on application, and written test and interview.

EVALUATION CRITERIA:

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

a. Written test

The written test will assess the following areas:

- Concepts of Electronic Data Processing
- Data entry best practices and accuracy
- Understanding data validation and quality checks
- Basics of databases and data storage
- Formatting, tables, document editing using MS Word
- Data entry, formulas, sorting & filtering, pivot tables excel

b. Interview

The interview will be conducted by a panel of experts and will evaluate the applicant's:

- Knowledge of data capturing using electronic.
- Understanding of cancer research and GCP principles.
- Communication skills.
- Aptitude for the role.

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.
10. Upper age relaxation for SC/ST up to 5 years and OBC/woman candidates up to 3 years.
11. 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 must



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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 for candidates shortlisted based on the written test.

Date and time of walk-in interview will be 12th March 2025 at 9 AM

Location: Dept of Medical Oncology, 3rd Floor, SS Block, JIPMER, Puducherry-605006

Review

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