



**Jawaharlal Institute of Postgraduate
Medical Education and Research (JIPMER)**
(An Institution of National Importance Under the
Ministry of Health, Government of India)



Department of Medicine

No: JIP/MED/VENKAT/2022/AMSP-II/DEO/Revised

Date: 03rd August 2022

RECRUITMENT NOTICE

Department of Medicine, JIPMER, Puducherry will conduct a Walk-in interview for the following post on **PURELY TEMPORARY BASIS** for the ICMR funded *ad hoc* Project “**Implementation of AMSP in various Tertiary care centers across India**”.

Name of the Post	DATA ENTRY OPERATOR: 01 (One) post
Essential Qualifications	Graduate degree of at least three years duration from a recognized university.
Emoluments	Consolidated pay of INR 18000 per month (<i>Duration of Tenure: 1 Year</i>)
Desirable Qualifications and Experience	<ul style="list-style-type: none">• Degree in Computer Science / Computer Application / Information technology.• Working knowledge in MS office (Excel and Word), Google Docs, Windows, DOS.• Any experience in clinical research projects with data entry & record maintenance.• Comfortable in reading handwritten documents in English.• Typing skills: Cleared Speed test of not less than 15000 key depressions per hour.• Qualification in B. Tech, B.E., PGDCA• Experience in Python/R software programming, e-mailing & drafting letters.
Upper Age Limit	Not exceeding 28 years as on 25 th August 2022 (Thursday).
Details of the Project	<i>Title:</i> Implementation of AMSP in various Tertiary care centers across India <i>Year:</i> First year of Phase 2 <i>Principal Investigator:</i> Dr. R. Venkateswaran, Addl. Professor of Medicine.

Interested candidates may Register online and post the application interview as detailed below: -

Online Registration	<i>Last date</i>	18 th August 2022 (Thursday). 4:30 PM
	<i>Link</i>	https://forms.gle/5qh9cD1a2yZeg1tt9 (Need to upload filled-in application as PDF < 1MB)
Application	<i>Last date</i>	18 th August 2022 (Thursday). 4:30 PM
Written Test & Interview	<i>Venue</i>	Will be intimated via email to short-listed candidates
	<i>Date</i>	25 th August 2022 (Thursday).
	<i>Questions</i>	Written test will include MCQs and Short Notes (MS Office including Excel & Word, Google Spreadsheet and Docs, Windows OS, DOS)

Selection procedure: The applicants will be screened based on the application. A duly constituted Screening Committee will adopt screening criteria for short-listing the candidates. The Institute, at its discretion, may restrict the number of Candidates to a reasonable limit by any or more of the following methods as decided by a duly constituted Screening Committee: a. on the basis of either qualifications or experience higher than the minimum prescribed in the advertisement; or b. on the basis of experience in the relevant field; or c. by counting experience before or after the acquisition of essential qualifications. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. It is the responsibility of the candidate to check his eligibility before applying. Short-listed candidates will be intimated via email (by 6PM of 21st August 2022) to attend the written test. On the day of written test, applicants will be screened for eligibility and have their certificates verified. All eligible candidates will have to appear for the written test. Based on the performance in the written test, the top 5 (Five) candidates will be shortlisted to appear for personal Interview. List of final Shortlisted Candidates will be displayed in the Departmental Notice Board at 2 PM on the same day. The final merit list will be drawn after the Interview, with the selected candidate and wait listed candidates. The same will be valid for one year from the date of publications of results.

Interested Candidates fulfilling the eligibility criteria and agree to the terms and conditions for appointment (as mentioned below) may register online by 4:30PM of 18th August 2022 and should ensure that their filled-in application in the prescribed format available in the Institute's website appending therewith self-attested certificates / reference

<i>Enclosures to be posted along with application</i>
Filled-in Application form (Original)
Valid Photo ID and Address proof (Attested photocopy)
Certificate of Academic qualifications (Attested photocopy)
Experience certificate (Attested photocopy)
Birth certificate / Proof of DOB (Attested photocopy)
Community certificate - SC/ST/OBC only (Attested photocopy)
Scientific Publications
Résumé and Reference letters (Original)

letters / résumé and other relevant documents (as mentioned in adjacent table) reach the below address on or before 4:30PM of 18th August 2022 by Registered post only. The shortlisted candidates who receive an intimation by email to report for the test and interview may appear for the same on 25th August 2022 (Thursday) by 8.00 AM with their original certificates to the designated venue intimated via email, for verification of documents before appearing for written test and personal interview.

TERMS AND CONDITIONS for appointment to the post of Data Entry Operator (DEO)

1. The appointment is **PURELY** on **TEMPORARY BASIS** (co-terminus with the project) and will be initially for a period of **ONE YEAR**.
2. If performance of the appointee is not found satisfactory by the Principal Investigator, then appointment can be terminated at any time without assigning any reason.
3. If the appointee wishes to resign, it can be done by giving one month's notice or by paying one month's salary.
4. The appointee is not entitled to any T.A. for attending the interview and joining the appointment.
5. Qualification, experience, other terms and conditions may be relaxed / altered at the discretion of the Principal Investigator. Decision of the Competent authority will be final.
6. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
7. The appointee shall be on the whole-time appointment of the JIPMER and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
8. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis. The appointee will not be eligible to get official accommodation/quarters allotment within the campus as applicable to the other regular employees of this Institute.
9. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.
10. Canvassing of any kind / Recommendations to influence their selection will lead to disqualification.

For further queries, if any, contact Principal Investigator with email of the subject mentioned *exactly* as "Enquiries about ICMR-AMSP-II project recruitment"

Postal Address:

(Labelled as Application for the post of DEO)

Dr. Venkateswaran R,
Additional Professor,
Office of Dept of Medicine,
III Floor, Hospital Block,
JIPMER, Puducherry-605006.

Dr. Venkateswaran R,
Email ID – (drvenks@gmail.com),
Principal Investigator –
ICMR AMSP implementation project.