



**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

Dated: 22nd July 2022

WALK-IN INTERVIEW

Department of Medicine, JIPMER, Puducherry will conduct a Walk-in interview for the following posts on **PURELY TEMPORARY BASIS** for the ICMR funded *ad hoc* Project **“Implementation of AMSP in various Tertiary care centers across India”** on 12th August 2022 (Friday) in the Department of Medicine, III Floor, Hospital Block, JIPMER, Puducherry-605006.

Name of the Post	DATA ENTRY OPERATOR: 01 (One) post
Essential Qualifications	Three-year Graduate degree 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.• Any experience in clinical research projects with data entry & record maintenance.• Comfortable in reading handwritten documents in English.• Typing skills: Should have passed a Speed test of not less than 15000 key depressions per hour.• Qualification in PGDCA, stenography, maintenance of accounts/cashbook ledgers, and experience in e-mailing and drafting letters will be a major advantage.
Upper Age Limit	Not exceeding 28 years as on 12 th August 2022 (Friday).
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 attend the walk-in interview as detailed below: -

Online Registration	<i>Last date</i>	5 th August 2022 (Friday).6:00 PM
	<i>Link</i>	https://forms.gle/VHafWA8xxL8E4UAQA
Written Test & Interview	<i>Date</i>	12 th August 2022 (Friday).
	<i>Venue</i>	Department of Medicine, III Floor, Hospital Block, JIPMER
Certificate Verification	<i>Reporting Time</i>	08.00 AM onwards of 12 th August 2022 (Friday). The candidates, who report after 9:30 AM will not be considered.
	<i>Time</i>	11:00 AM onwards of 12 th August 2022 (Friday).
Written Test (Screening test)	<i>Questions</i>	<i>MCQs and Short Notes</i> (on MS Office including Excel & Word, Google Spreadsheet and Docs, Windows OS)
	<i>Time</i>	02:30 PM onwards of 12 th August 2022 (Friday).
Personal Interview	<i>Time</i>	02:30 PM onwards of 12 th August 2022 (Friday).

Selection procedure: The applicants will be screened based on the online registration. Selected candidates will be informed (by 6PM of 7th August 2022) via email to attend the written test on 12th August 2022. 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 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 6 PM of 5th August 2022. The selected candidates who receive an intimation by email to report for the test and interview may appear for the same on 12th August 2022 (Friday) by 8.00 AM with their filled-in application in the prescribed proforma available in the Institute's website appending therewith self-attested certificates / reference letters / résumé and other relevant documents (as mentioned below) at the above designated venue for verification of documents before appearing for written test and personal interview.

List of Documents and Enclosures	Filled-in Application form	Certificate of Academic qualifications	Birth certificate / Proof of DOB	Scientific Publications
	Valid Photo ID and Address proof	Experience certificate (Work and Research)	Community certificate <small>(SC/ST/OBC only)</small>	Résumé and Reference letters

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.
9. 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.
10. 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.

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

Dr. Venkateswaran R,
 Email ID –(drvenks@gmail.com)
 Additional Professor,
 Department of Medicine,
 JIPMER, Puducherry-605006.