

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH
DEPARTMENT OF MEDICAL ONCOLOGY
(ICMR supported Extramural Project)**

JIP/MEDONCO/ICMR/2024/01

Date: 27/02/2024

Project Recruitment Notification

The following posts are to be filled purely on a temporary basis for the ICMR project in the Dept. of Medical Oncology, JIPMER. Interested and eligible candidates may email the application form along with a two-page CV and a recent photograph to the mail id: icmrextramural.leukemia@gmail.com Last date for receiving the filled application is **10.03.2024 (until 4.30 PM)**. Candidates will be shortlisted based on their CV. The shortlisted candidates will receive email confirmation which will also include details and the date of the test and Walk-In Interview. Selected candidates will be engaged in the Project titled: 'Improving Survival in Childhood Acute Lymphoblastic Leukemia in India (ISCALL): ICiCLE Implementation Study'. Candidates attending the interview should bring their updated CV along with a copy of the filled application form and original certificates. Further details are mentioned below.

1) Post Details

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

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none">• Three years Graduation degree in Nursing/ Pharmacology/ Sociology/ IT/CS/Commerce (Finance) + three years' experience in Clinical Research• or PG in the relevant subject/field
Desirable Qualifications and Experience	<ul style="list-style-type: none">• Experience in Research methodology /implementation research.• Clinical/ Research experience in Oncology/ Cancer patient care• Trained in GCP & Ethics in the conduct of research with human subjects• Basic knowledge of research database, REDcap preferred, data handling, and audit• Basic computer skills in MS Office, Excel, MS Word, PPT, Email, and Video conferencing• Basic Knowledge / Experience in electronic project fund management, audits, and government purchase procedures• Good communication and coordination skills
Salary	Rs.28000/- +Rs. 5,040 (18% HRA)
Age limit/years	Up to 35 years

Roles and responsibilities	<ol style="list-style-type: none"> 1. Overall conduct, coordination & and supervision of all project activities 2. Coordination with the study team for the proper functioning of the study 3. Communication/Coordination with all investigators & research staff. 4. Coordination of the study with 1) Hub centres, 2) CTU and 3) Implementation Centre 5. Coordination with the monitoring body/ site monitors, oversee site monitoring visits, resolve queries from monitoring visits 6. Prepare periodic progress reports for 1) CRU, 2) Implementation Centre and 3) Hub Centres 7. Coordinate with site IRB, submit amendments, annual reports 8. Maintenance of study master files and documentation 9. Data management, monitoring, quality check, data analysis 10. Conduct periodic audits, prepare monthly summary & study dashboard 11. Overall management of project funding, purchases, salary, account statements, audits 12. Participate in all study-related activities and discharge other duties assigned by PI.
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2)Post Details

a) Name of the Post: Project Technician/Project Technical Support-II (Data management)

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> • 12th in science + Diploma/Degree (Engineering/Computer science/ computer application/Electronic & communication) ± Five Years Experience in relevant subject/field. • Bachelor’s degree in computer application / IT / Computer science/ Electronic & Communication from a recognized institution/ university
Desirable Qualifications and Experience	<ul style="list-style-type: none"> • Minimum 3 years’ experience in data entry work • Knowledge of Computer Applications or Business Intelligence tools/Data Management. • Experience in handling clinical research data & patient-related data in Oncology or other clinical areas. • Proficient in computer skills (MS Office, word, excel, cloud storage, PowerPoint) • Proficient in Research database management, REDCap preferred. • Knowledge of data quality control methods, and audits • Working knowledge of statistical software including SPSS/ Stata/R
Salary	Rs. 20,000/- +3,600 (18% HRA)
Age limit/years	Up to 30 years

Roles and responsibilities	<ol style="list-style-type: none"> 1. Collection of data from Research Nurse/ site clinical contact 2. Input data into the study database (real-time) 3. Coordination with the Centre (regular updates, meetings, and data audit activities) 4. Management of site monitoring visits with completion of follow-up actions to monitoring queries 5. Maintenance of study documentation 6. Ensure data confidentiality, security, and compliance with all GCP standards and rules. 7. Prepare weekly/monthly data summary & project dashboard. 8. Miscellaneous office and administrative work related to the project. 9. Participate in all study-related activities and discharge other duties assigned by PI.
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3) Post Details

a) **Name of the Post:** Project Technician/Assistant/ Project Technical Support-II (Lab)

b) **Number of Vacancies:** 01

Essential Qualification	<ul style="list-style-type: none"> • 12th in science + Diploma/Degree (MLT/DMLT) ± Five years' experience in relevant subject/field [(Pathology/Lab Oncology/Flow cytometry)]
Desirable Qualifications and Experience	<ul style="list-style-type: none"> • Experience in common pathology & biochemical lab techniques. • Experience in phlebotomy/blood collection from patients. • Experience in histopathology, immunohistopathology tools & techniques. • Experience in flow cytometry, cytogenetics tools & techniques. • Basic Computer skills in MS Office, Excel, MS Word, PPT, Email • Basic knowledge of research database, clinical & laboratory data entry • Knowledge of laboratory quality control procedures & relevant legal standards • Good communication skills and proficiency in working as a team member
Salary	Rs. 20,000/- +3,600(18% HRA)
Age limit/years	Up to 30 years
Roles and responsibilities	<ol style="list-style-type: none"> 1. Designing and executing laboratory testing according to ICiCLE standard procedures 2. Prepare SOP for sample collection, processing, storage and lab assays 3. Analyze laboratory data and prepare reports for study/ protocol management. 4. Maintenance of log of all lab activities and data repository for lab reports 5. Periodic of audit lab activities and reports 6. Partake in training activities under Hub centre

	<p>7. Miscellaneous administrative work for the overall functioning of the project</p> <p>8. Participate in all study-related activities & discharge other duties assigned by PI.</p>
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4) Post Details

a) Name of the Post: Laboratory Technician/ Project Technical Support-I

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> • 12th + Diploma/Degree (MLT/DMLT) ± Two years' experience in relevant subject/field (Pathology/Lab Oncology/Flow cytometry)
Desirable Qualifications and Experience	<ul style="list-style-type: none"> • Experience in common pathology & biochemical lab techniques. • Experience in phlebotomy/blood collection from patients. • Experience in histopathology, immunohistopathology tools & techniques. • Experience in flow cytometry, cytogenetics tools & techniques
Salary	Rs.18,000/- + 18% HRA, as admissible
Age limit/years	Up to 28 years
Roles and responsibilities	<ol style="list-style-type: none"> 1. Sample collection, processing and storage 2. Designing and executing laboratory testing according to ICiCLE standard procedures 3. Analyze laboratory data and prepare reports for study/ protocol management

5) Post Details

a) Name of the Post: Staff Nurse/ Project Nurse - III

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> • B.Sc. Nursing from a recognized university
Desirable Qualifications and Experience	<ul style="list-style-type: none"> • Research/Clinical Experience in Oncology • Experience in cancer patient counseling, examination & Follow up. • Proficiency in local language (Speaking, reading, and writing) • Basic computer skills in MS Office, Excel, MS Word, Email. • Trained in GCP (Good Clinical Practice)
Salary	Rs.28,000/- + Rs.5,040 (18% HRA)
Age limit/years	Up to 35 years

<p>Roles and responsibilities</p>	<ol style="list-style-type: none"> 1. Enrolment of participants/volunteers in the Implementation of Qualitative studies, including: <ul style="list-style-type: none"> • Determining eligibility for participation, • Patient education, Informed consent 2. Enrolment of new patients into study, coordinating baseline workup for new cases & follow-up all test reports 3. Monitoring of treatment phases for all patients enrolled for toxicities, treatment adherence, and timely follow-up 4. Clinical data collection & entry into database 5. Coordinate care of study participants/volunteers, including: <ul style="list-style-type: none"> • Collection of survey questionnaires, • Ensuring GCP adherence, • conduct caregiver assessment surveys • Follow-up of study participants, • Interact with study teams to provide feedback on qualitative surveys, • conduct qualitative interviews. • Coordination with the Implementation Centre regarding qualitative data capture activities 6. Oversight of qualitative surveys and reporting 7. Prepare documentation and report related to qualitative research. 8. Partake in training activities under the implementation center 9. Coordination within Hub, Implementation Centre and CRU 10. Conduct and management of trainings and workshops 11. Participate in all study-related activities & discharge other duties assigned by PI.
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NOTE:

- i. Candidates applying for more than one post must submit a separate application for each post applied.
- ii. It is mandatory to mention the Name of the post applied and the Sl.no. in the subject of the email.
- iii. Qualification and experience should be in a relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
- iv. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- v. These posts are purely on contract basis for an ICMR supported Extramural project, and no claim for any other regular post in JIPMER shall be entertained.
- vi. Valid email ID and mobile number on CV are required.**
- vii. No TA/DA will be paid for the interview.
- viii. Canvassing of any kind will lead to disqualification.
- ix. Submission of wrong or false information during the process of selection shall disqualify the candidate at any stage.
- x. If the performance of the appointee is not found satisfactory by the investigator, the appointment can be terminated at any time without any notice.
- xi. The appointee may be relieved from the current job position, with one-month prior notice, failing to do so, he/she may be held responsible for paying one month's salary.
- xii. The appointee shall perform the duties 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.
- xiii. 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 contract period.
- xiv. 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 regularly.
- xv. 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.
- xvi. The decision of the Principal Investigator will be final in all matters of recruitment.
- xvii. Validity of the selected list is for one year from the date of publication of results and renewable accordingly.
- xviii. For any queries, please write to the above-mentioned email address.

Application Process:

Interested candidates fulfilling the eligibility criteria and agreeing to the terms & conditions for appointment (as mentioned above) may apply by filling out the application form (annexure 1) and **emailing the completed form to the address** given below along with all enclosures:

Email ID: mail id : icmrextramural.leukemia@gmail.com (POSTAL APPLICATION WILL NOT BE ACCEPTED)

Last date of receiving completed application by mail: **10.03.2024 (until 4.30 PM)**.

Enclosures: (to be attached along with the application form)

1. CV (filled in application form/ annexure 1)
2. Birth certificate / Proof of DOB
3. Valid Photo ID and Address proof
4. Community certificate (SC/ST/OBC) if applicable
5. Certificate(s) of Academic Qualifications
6. Experience Certificate (Work & Research)
7. Scientific Publications
8. Personal statement
9. Reference letters (one or two)

Please apply in the attached proforma along with CV, and certificates/enclosures as a **single PDF file** (in the order given under enclosures) to the given email ID. **No Hard copies will be entertained.**

For further queries, if any, contact PI Dr. Smita Kayal, on the following email: icmrextamural.leukemia@gmail.com with the subject of the mail mentioned as **“Enquiries about ICMR -ISCALL Study recruitment.”**

Dr. Smita Kayal,

Additional Professor & Head, Department of Medical Oncology, JIPMER, Puducherry – 605006

ANNEXURE 1: APPLICATION FORM
(To be filled in BLOCK letters ONLY)

Study Title: Improving Survival in Childhood Acute Lymphoblastic Leukemia in India (ISCALL): ICiCLe
Implementation Study.

1. **Name of the Post Applied for:** _____
(Include Sl.No as per the advertisement)
2. **Name of the Applicant:** _____
3. **Father's Name:** _____
2. **Gender (Male / Female/ Other):** _____
3. **Date of Birth (dd/mm/yyyy):** _____
4. **Marital Status (Married/ Unmarried):** _____
5. **Age :** _____ *years* _____ *months* _____ *days*
6. **Nationality:** _____
7. **Address for Communication:** _____

_____ **PINCODE:** _____
8. **Permanent Address:** _____

_____ **PINCODE:** _____
9. **Mobile :** _____ **Email ID :** _____
10. **Whether belongs to SC/ST/OBC:** _____
11. **Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you ? If so, specify:** _____
12. **Fields of Research Experience (if any):** _____

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

Affix your recent
Passport size Photo
(Do not staple)

	Educational Qualification (from SSLC / Matriculation)	Board / University	Mon / Year of Passing	Percent of Marks (or Percentile)	Subject(s)
1	Tenth Equivalent				
2	Higher Secondary				
3	Degree				
4	Diploma/PG Diploma				
5	Others (specify)				

14. Details of Previous Employment (if any) :

	Employer	Designation	From	To	Duration	Regular / Temporary	Nature of work
1							
2							
3							
4							
5							

15. Reference letters / Testimonials:

A. _____

B. _____

16. Any other relevant information : _____

17. Check List : (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:

Certificate in support of age (Tenth equivalent/High School Certificate).....

Degree/Diploma

Experience Certificate.....

Caste certificate (If any).....

Any others (if any).....

Declaration by the Applicant

I,-----hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after Exam/Interview, I hereby convey my consent for the cancellation of my candidature. Further, I declare I have gone through all the terms and conditions of the appointment. I will abide the same and I will not claim any regularization.

Place:_____

Date:_____

(Signature of the Applicant)