



**REC-02: Advertisement Format**

Advt. No. JIP/PSM/INDO-US TB/NP/2024/ 027

Date: 07.06.2024

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

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

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:** : [recruitment.indoustb@gmail.com](mailto:recruitment.indoustb@gmail.com)

***The last date for sending complete applications by email up to 4.30pm on 20.06.2024***

**Date of Interview: 26.06.2024 & 27.06.2024**

Name of post (number)	1.QC Manager (01)
Likely duration	1 Year
Consolidated remuneration	Rs 36,580 per month (no other allowances are payable)
Project title	RePORT India Coordination Hub
Funding Agency	DBT India, NIH, USA-CRDF
Project investigator (PI)	Dr Sonali Sarkar
PI's department	Department of Preventive and Social Medicine

**Nature of work/responsibilities and expectations**

- Proficient in MS Office
- Use of R, SPSS, Access and understanding of database management as it relates to clinical research.
- In depth understanding of quality control procedures and relevant legal standards
- Good communication skills - work with internal and external partners in data collection, quality assurance and control.
- Knowledge on quality control procedures and relevant legal standards
- Excellent math abilities and working knowledge of data analysis/statistical methods.
- Working with **REDCap**,

**Eligibility criteria (Qualifications and experience)**

**Essential:**

BE/BTech in Computer Science or IT/ MSc Statistics or Biostatistics



# JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

Strong programming skills in SAS, R, or a related programming language.

**Desirable:**

Experience with working in Health-related Research

Experience working with **REDCap**, preferred.

**Maximum Age Limit:** 35 years (as on last date of receipt of applications)

Name of post (number)	2.Site Coordinator ( Data ) (01)
Likely duration	4 months
Consolidated remuneration	Rs 32,000 per month (no other allowances are payable)
Project title	RePORT International Data Harmonization
Funding Agency	NIH-CRDF Global,USA
Project investigator (PI)	Dr Sonali Sarkar
PI's department	Department of Preventive and Social Medicine

### Nature of work/responsibilities and expectations

- Proficient in MS Office
- Use of R, SPSS, Access and understanding of database management as it relates to clinical research.
- Develop, implement, and maintain research standard operating procedures.
- Develop reporting procedures and generate reports on study progress.
- Monitoring of electronic database of the assigned projects; resolving all data queries
- Recording and documenting training of study staff; maintains all documents and records related to the study.
- Attend conference calls and all other meeting related to the study.
- Ensuring and managing inventory to conduct all study activities.
- Duties assigned by PI, and other duties that arise from time to time

### Eligibility criteria (Qualifications and experience)

**Essential:**

Master's Degree in Biostatistics/Statistics from a recognized university.

**Desirable:**

Experience in the field of Tuberculosis research.

Knowledge of regulatory aspects of clinical research.

Survey/Field experience

**Maximum Age Limit:** 35 years (as on last date of receipt of applications)



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Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	3.Research Associate I (01)
Likely duration	1 Year
Consolidated remuneration	Rs 54,520 per month (no other allowances are payable)
Project title	Common Protocol Phase II- DBT
Funding Agency	DBT,NIH USA-CRDF Global
Project investigator (PI)	Dr Sonali Sarkar
PI's department	Department of Preventive and Social Medicine

### Nature of work/responsibilities and expectations

- To provide subject specific research expertise to, and undertake specific research work for the PI
- Writing up results of research and contributing to publishing of results in high quality peer-reviewed academic literature.
- Conduct individual and collaborative research projects. Take a lead in the implementation and execution of the project
- Prepare the regulatory documentation needed for the site registration
- Prepare and maintain the files for all IRB/IEC and Scientific advisory committee
- Assist PI with the organization and coordination of study activities at the site, including logistical support and staff training
- Duties assigned by PI, and other duties that arise from time to time

### Eligibility criteria (Qualifications and experience)

#### Essential:

MBBS/BDS/AYUSH/MVSc with MPH from a recognized university

#### Desirable:

- 2 years of experience in Research, Experience in the field of Tuberculosis research is preferred
- Survey/Field experience

**Maximum Age Limit:** 35 years (as on last date of receipt of applications)



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Dhanwantri Nagar, Puducherry-6

**RESEARCH MANPOWER RECRUITMENT FORMS**

Name of post (number)	4.Lab Technician (01)
Likely duration	6 Months
Consolidated remuneration	Rs 30,900 per month (no other allowances are payable)
Project title	Tuberculosis: Learning the Impact of Nutrition
Funding Agency	Warren Alpert Foundation, USA
Project investigator (PI)	Dr Subitha L
PI's department	Department of Preventive and Social Medicine

**Nature of work/responsibilities and expectations**

- Helping and overseeing day to day lab activities in the laboratory
- Sample shipment
- Research and laboratory activities from time to time
- Packaging and transport of samples
- Sample collection and preparation
- Query rectification
- Stock maintenance
- Maintaining specimens, collection log and sample registers
- Entering the barcoded samples

**Eligibility criteria (Qualifications and experience)**

**A. Essential:**

Three years graduate degree in MLT + three years of related experience or Masters in life sciences

**B. Desirable:**

Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.

**Maximum Age Limit:** 35 years (as on last date of receipt of applications)



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)**

Dhanwantri Nagar, Puducherry-6

**RESEARCH MANPOWER RECRUITMENT FORMS**

Name of post (number)	5.Project Technical support I (lab) (01)
Likely duration	6 months
Consolidated remuneration	Rs 18,000 per month (no other allowances are payable)
Project title	Tuberculosis: Learning the Impact of Nutrition
Funding Agency	WARREN ALPERT FOUNDATION, USA
Project investigator (PI)	Dr Subitha L
PI's department	Department of Preventive and Social Medicine

**Nature of work/responsibilities and expectations**

- Packaging and transport of samples
- Sample collection and preparation
- Query rectification
- Stock maintenance
- Maintaining specimens, collection log and sampleregisters
- Entering the barcoded samples

**Eligibility criteria (Qualifications and experience)**

**C. Essential:**

10<sup>th</sup> + Diploma (MLT/DMLT) + two years' experiencein relevant subject/field

**D. Desirable:**

- Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.
- Experience in the field of Tuberculosis research. Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.

**Maximum Age Limit:** (35) years (as on last date of receipt of applications)



## JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

### RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	6.Project Technical support I (Driver)
Likely duration	6 months
Consolidated remuneration	Rs.17,586 per month (no other allowances are payable)
Project title	Tuberculosis: Learning the Impact of Nutrition
Funding Agency	WARREN ALPERT FOUNDATION, USA
Project investigator (PI)	Dr Subitha.L
PI's department	Department of Preventive and Social Medicine

#### **Nature of work/responsibilities and expectations**

- Maintenance of project vehicle
- Driving teams to study area in time and helping field teams in logistics
- Sample pickups from different study areas
- Updating daily activities to Project coordinator
- Performing all activities assigned by PI and Project coordinator from time to time.
- Travel long distances and working during night hours in case of emergency situations

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

##### **Essential:**

10th + Diploma in any discipline

Driving license

Minimum 5 years professional experience in driving car.

**Maximum Age Limit:** 30 years (as on last date of receipt of applications)



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)**

Dhanwantri Nagar, Puducherry-6

**RESEARCH MANPOWER RECRUITMENT FORMS**

Name of post (number)	7.Lab Technician (01)
Likely duration	6 months
Consolidated remuneration	Rs.20,000 per month (no other allowances are payable)
Project title	Tuberculosis: Learning the Impact of Nutrition
Funding Agency	WARREN ALPERT FOUNDATION, USA
Project investigator (PI)	Dr Subitha.L
PI's department	Department of Preventive and Social Medicine

**Nature of work/responsibilities and expectations**

- Packaging and transport of samples
- Sample collection and preparation
- Query rectification
- Stock maintenance
- Maintaining specimens, collection log and sampleregisters
- Entering the barcoded samples

**Eligibility criteria (Qualifications and experience)**

**Essential:**

Bachelors in MLT or Diploma in MLT

**Desirable:**

Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.

**Maximum Age Limit:** 30 years (as on last date of receipt of applications)



# JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	8.Medical Social Worker (03)
Likely duration	6 months to 1 Year
Consolidated remuneration	Rs. 29,333-Rs.32,000/- Consolidated Salary may vary according to the project and experience.
Project title	1.Dynamics and Immune mechanisms of QFT response in close contacts of TB cases  2. Impact of latent TB infection and trained immunity on susceptibility to SARS-CoV-2 infection in India and the Philippines
Funding Agency	NIH-CRDF GLOBAL, USA
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

### Nature of work/responsibilities and expectations

- Consenting and enrolment of participants.
- Co-ordinating with junior nurse for sample collection.
- Filling CRF.
- Query management.
- Chest X-ray: coordination with readers.
- Other project related duties that arise from time to time.

### Essential:

3 years graduate degree in social work/sociology + three years related experience or PG in social work/sociology

### Desirable:

- Proficiency in speaking, writing and reading Tamil and English.
- Expertise in working with NTEP programmes.

**Maximum Age Limit:** Up to 35 years





# JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	9.Project Scientist -C Non – Medical (Data) (01)
Likely duration	1 Year
Consolidated remuneration	Rs. 73,150/- consolidated
Project title	RePORT India Coordination Hub
Funding Agency	DBT INDIA, NIH, USA-CRDF
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

### Nature of work/responsibilities and expectations

- Oversee the creation of all data collection instruments
- Develop data capture surveys (i.e. **REDCap**)
- Maintain and regularly back up official study databases
- Provide real-time monitoring of data collection activities for review by PIs and study teams.
- Work with partner institutions to coordinate data resources
- Apply appropriate data cleaning procedures, ensure data is formatted correctly for data collection and analysis, and assist study statistician as necessary to prepare data for statistical analysis
- S/he will create and maintain programs (i.e., SAS, R or related) to manage, clean, generate study progress reports and create final analysis datasets.
- Work with the study team to develop reporting procedures and generate reports on study progress for use by the study team
- Provide leadership on all aspects of data management
- Participate in study team and co-investigator meetings
- Always ensure adequacy, accuracy and legitimacy of data
- Support others in the daily use of data systems
- Assist with quality database design
- Extract reports and data when needed
- Supporting the database set up activities as assigned by Senior Data Scientist
- Liaison with Investigators to smooth process of data management

### Essential:

M.Sc Statistics/Biostatistics from recognized university with 3 years' related experience or PhD in relevant subject.



## JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

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### RESEARCH MANPOWER RECRUITMENT FORMS

#### Desirable:

- Strong programming skills in SAS, R, or a related programming language.
- Understanding of database issues of longitudinal studies.
- Relational database experience preferred (MS Access or similar)
- Data visualization experience preferred
- Experience working with **REDCap**, preferred.
- Analytic skills to maintain and organize large datasets
- Ability to work with institutional IT representatives in integrating project needs with available institutional resources and initiatives.
- Excellent oral and written communication skills
- Strong analytic and computer skills with extensive knowledge of database management.
- Prior team management and leadership experience.
- Excellent understanding of data administration
- Proficient in MS Office (Excel, Access, Word etc.)

**Maximum Age Limit:** Upto 40 years



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)**

Dhanwantri Nagar, Puducherry-6

**RESEARCH MANPOWER RECRUITMENT FORMS**

Name of post (number)	10.Project Technical Support – III (Regulatory) (01)
Likely duration	18 months
Consolidated remuneration	Rs. 32,480/-
Project title	Whole Genome Sequencing of MTB Clinical Strains For Determining Drug Resistance And Strain Lineage In India: A Structured Nationwide Approach
Funding Agency	DBT
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

**Nature of work/responsibilities and expectations**

- Overall coordination of the study team.
- Assist PI in preparation of new research proposals and amendments.
- Correspondence with JIPMER IRB / IEC and other study site IRBs.
- Submission of study proposals, amendments, annual progress reports and notifications to IRB.
- Maintenance of study grant agreements and key regulatory documents.
- Attending ZOOM meetings/ Conference calls.
- Duties assigned by PI, and other duties that arise from time to time.

**Essential:**

- Masters in life sciences with Experience in the Research Field /MPH

**Desirable:**

- Experience in the field of Tuberculosis research, survey/field experience.
- Knowledge of regulatory aspects of clinical research.

**Maximum Age Limit:** Upto 35 years



# JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	11.Project Technical Support – III (Data) (02)
Likely duration	18 months
Consolidated remuneration	Rs. 32,480/-
Project title	Whole Genome Sequencing of MTB Clinical Strains For Determining Drug Resistance And Strain Lineage In India: A Structured Nationwide Approach
Funding Agency	DBT
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

\*Appointment will be from Oct 2024

### Nature of work/responsibilities and expectations

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Assists data managers and other positions in quality assurance, data collection and management.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.

### Essential:

Three years graduate in Statistics/Biostatistics from a recognized university + three years related experience or Masters in Statistics/ Biostatistics from a recognized university/ MPH

### Desirable:

- Experience with Microsoft Office (Microsoft Excel, Microsoft Word) with email, cloud storage, and video conferencing.
- Experience in R Programming

**Maximum Age Limit: Upto 35 years**



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)**

Dhanwantri Nagar, Puducherry-6

**RESEARCH MANPOWER RECRUITMENT FORMS**

Name of post (number)	12. Senior Project Associate (IT Support)- Part Time (01)
Likely duration	1 Year
Consolidated remuneration	Rs. 29,000/-
Project title	Data Coordination Center
Funding Agency	DBT
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

**Nature of work/responsibilities and expectations**

- Serves as responsive technical support and expert for team obstacles, can provide training, develop training materials to assist team members and external partners in using platforms advocated by projects.
- Creates and maintains SOPs for use of technical applications for projects.
- To assist investigators and study team in implementation, management and use of computer applications.

**Essential:**

- BCA/ Bachelors in Computer Science with 2 years' experience or MCA/ MSc Computer Science / BE or BTech Computer Science
- Experience in research and development in industrial and academic institutions or science and technology organizations and scientific activities and services
- Server hosting knowledge

**Desirable:**

- Knowledge of a variety computer applications to assist investigators and study team in implementation, management and use.
- Expertise in software/server maintenance, comfortable working with institutional IT teams in integrating study IT needs with institutional resources and initiatives.

**Maximum Age Limit: Upto 40 years**



# JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

## RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	13. Lab Technician (01)
Likely duration	1 Year
Consolidated remuneration	Rs. 18,000/- Salary increment will be there after training
Project title	CP-Phase II
Funding Agency	DBT
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

\*Place of Posting will be at NIRT, Chennai

### Nature of work/responsibilities and expectations

- Helping and overseeing day to day lab activities in the laboratory
- Sample shipment
- Research and laboratory activities from time to time
- Packaging and transport of samples
- Sample collection and preparation
- Query rectification
- Stock maintenance
- Maintaining specimens, collection log and sample registers
- Entering the barcoded samples

### Eligibility criteria (Qualifications and experience)

#### Essential:

Three years graduate degree in MLT + three years of related experience or Masters in life sciences

#### Desirable:

Laboratory experience in conventional and molecular techniques, handling infectious agents and PBMC isolation.

**Maximum Age Limit: 35 years (as on last date of receipt of applications)**



## JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

### RESEARCH MANPOWER RECRUITMENT FORMS

Name of post (number)	14.Project Technical Support – III (Regulatory) (01)
Likely duration	5 months
Consolidated remuneration	Rs. 32,000/-
Project title	Dynamics and Immune mechanisms of QFT response in close contacts of TB cases
Funding Agency	NIH, CRDF Global USA
Project investigator (PI)	Dr. Sonali sarkar
PI's department	Department of Preventive and Social Medicine

#### Nature of work/responsibilities and expectations

- Overall coordination of the study team.
- Assist PI in preparation of new research proposals and amendments.
- Correspondence with JIPMER IRB / IEC and other study site IRBs.
- Submission of study proposals, amendments, annual progress reports and notifications to IRB.
- Maintenance of study grant agreements and key regulatory documents.
- Attending ZOOM meetings/ Conference calls.
- Duties assigned by PI, and other duties that arise from time to time.

#### Essential:

- Masters in life sciences with Experience in the Research Field /MPH

#### Desirable:

- Experience in the field of Tuberculosis research, survey/field experience.
- Knowledge of regulatory aspects of clinical research.

**Maximum Age Limit:** Upto 35 years

#### Notes:

1. **Applications not in the prescribed format will not be processed or accepted.**
2. Please mention the name of the post applied for in the email subject line.
3. The PDF file should be named as: ***“Candidate name post-name with serial number \_project title ”***.  
e.g. ***“James\_04. Lab Technician\_Tuberculosis: Learning the impact of Nutrition”***.
4. **The last date for sending complete applications by email up to 4.30pm on 20.06.2024**



## JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

### RESEARCH MANPOWER RECRUITMENT FORMS

5. For those wishing to apply for two or more different posts, a separate application form must be filled in for each post and scanned and sent with the necessary enclosures in separate emails.

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:

- a. **Written test**
- b. **Skill Test**
- c. **Interview**

**NB: If the number of shortlisted candidates is less, a direct interview will be conducted instead.**

#### 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. 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 may 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 may be conducted in person or via videoconferencing, at the discretion of the Principal Investigator. In the latter case, it will be the individual candidate's responsibility to ensure access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities, and an adequate internet connection.

Written test will be conducted in the forenoon session followed by Interview