

**Department of Preventive and Social Medicine,
JIPMER, Puducherry - 605006**

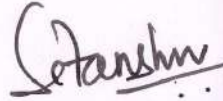
JIP/PSM/Rectt/2023

Date: 13.05.2023

WALK-IN WRITTEN TEST/ INTERVIEW

Various posts under the project titled “**NCD Services in the Health Facilities of Employees’ State Insurance Corporation in India – A Situational Analysis**”, funded by the WHO Country Office, New Delhi in the Dept. of Preventive and Social Medicine, JIPMER, to be filled purely on a temporary basis for a period of **Eight Months**. A panel of recommended candidates shall be shortlisted based on CVs, followed by a written exam and interview. The list of posts to be recruited is provided in **Annexure 1**.

Interested candidates must send their 2-page CV to the **email ID: esincdjipmer@gmail.com on or before 31/05/2023**. The date of the interview is tentatively scheduled on 05th June 2023. **Shortlisting candidates for the interview and their selection to the post will be based on the selection committee's recommendations. The monthly remuneration will be based on experience and qualifications.**



Dr. Sitanshu Sekhar Kar
Professor & Head of PSM
Principal Investigator

Annexure 1

SN	Name & Number of the Post	Qualification	Age limit in years
1	Research Associate (1 Post)	Essential: <ul style="list-style-type: none"> • Bachelor's degree in science or social sciences background • Experience in public health 	40
2	Data Entry Operator (1 Post)	Essential: <ul style="list-style-type: none"> • Intermediate or 12th pass from a recognized board. A speed test of not less than 15000 key depressions per hour through a speed test on a computer. Desirable: <ul style="list-style-type: none"> • 2 years' experience in EDP work in government, Autonomous, PSU or any other recognized organization. 	35

Nature of Duties:

For Research Associate:

- Providing scientific and technical support in conduct of study.
- Coordinating among the project staff at the partner institutes.
- Monitoring the effective conduct of data collection process.
- To organize data quality review meetings.
- Assist in data cleaning and storage.
- Preparation of reports of partner institute related to utilization of project resources.
- Regular liaising to ensure satisfactory progress of project activities.

For Data Entry Operator:

- Data Entry of Primary/Secondary data received as soft / hard copies from the field and all other related works.

NOTE:

- Validity of the short list will be valid for **six months** from the date of publication and renewable accordingly.
- Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- Upper age limit may be relaxed as per Govt. of India rules.
- The posts are purely on contract basis for an external sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
- **Valid email id and mobile number is compulsory.**
- Consolidated salary of the post may vary from time to time. No other allowance/ facilities other than consolidated salary shall be extended.
- Decision of the selection committee will be final.
- No TA/ DA will be paid for the interview.
- Canvassing of any kind will lead to disqualification.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
- The appointee may be relieved from the current job position, with one month prior notice, failing to do so may be held responsible for paying one month salary.