



सत्यमेव जयते

JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान चिकित्सा शिक्षा एवं अनुसंधान संस्थान
(An Institution of National Importance under Ministry of Health & Family welfare)
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

धन्वतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

Website: www.jipmer.edu.in



No. JIP./MRD/NCDIR/Rect 02-2022

Date: 02.08.2022

RECRUITMENT NOTICE

The Following post will be filled purely on temporary basis under project, "Implementation of the NCDIR electronic mortality software (NCDIR e-Mor) strengthen medical certification of cause of death" Department of Medical Records, JIPMER through walk-in-interview scheduled on 08.08.2022 at Medical Records Department Office.

Candidates fulfilling all the eligibility criteria may report for walk-in-interview as scheduled above by 09.00A.M. with his/her duly filled in application in the prescribed proforma available in the Institute's website appending therewith self-attested certificates/ testimonials and other relevant documents etc. at the above designated venue for verification of documents before appearing for the interview. **Candidate reporting after 09.30A.M. on the respective date will not be considered.**

No of Posts:-

1. Data entry Operator – 1 Number.

Eligibility Conditions:-

For Data Entry Operator:-

A. Essential:

- Graduate in any Discipline.
- One year experience in Data entry.
- One year certificate in MS office.

B. Desirable

- Qualification in stenography/ maintenance of accounts, cashbook ledgers will be added advantage
- Experience in MS office / data entry/ statistical software
- with good command over written and spoken English
- Computer typing speed of not less than 8000 key depressions per hour.
- Work experience in similar projects.

C. Contractual Remuneration: Rs.18000/- per month.

D. Maximum Age Limit is 30 years.

Terms and Condition:-

1. The appointment is purely on CONTRACT BASIS and will be for a period of 89 days with effect from the date of joining. No extension will be granted. The engagement may be extended or curtailed at the discretion of the Director.
2. 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.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
4. Valid email id and mobile number is compulsory.
5. Decision of the principal investigator will be final.

6. Incomplete applications will be summarily rejected without assigning any reasons thereof.
7. The appointment can be terminated at any time before the expiry of the period of 89 days referred to above, with one month's notice without assigning any reason or if the person's work is considered unsatisfactory by the competent authority.
8. If the appointee wishes to resign his/her job, he/she has to serve one month's notice or remit one month's salary or pay thereof, as the case may be proportionate to the shortfall in the notice period.
9. 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.
10. 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.
11. The appointee shall be on a whole time appointment at JIPMER, Puducherry 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.
12. The appointment to the said post will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority.
13. On appointment, the appointee will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect in the prescribed proforma.
14. The appointee will not be entitled to any T.A. for attending the interview and joining the appointment.
15. Other conditions of service will be governed by relevant rules and orders issued from time to time.
16. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from the service and also such other action as the Government may deem it necessary.
17. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the JIPMER, Puducherry.
18. 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.
19. The contract appointee will not have any claim for permanent or regular employment in this Institute as this is purely a temporary contractual engagement and will remain valid up to contractual period for which the engagement is approved on each occasion.
20. The contractually engaged persons should not have been convicted by any Court of Law.
21. The contract appointee will not be eligible to get official accommodation/quarters allotment within the campus as applicable to the other regular employees of this Institute.
22. The contract appointee shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.
23. Canvassing of any kind will lead to disqualification.


2/8/2022
Principle Investigator

e-Mor Project by ICMR-NCDIR
Medical Records Department, JIPMER.