



**Jawaharlal Institute of Postgraduate Medical
Education and Research (JIPMER)**
(An Institution of National Importance Under the Ministry
of Health, Government of India)
Department of Medical Gastroenterology



Vacancy Ref No. JIP/MGE/10-2022/03

Date: 20/10/2022

Notice of recruitment

Applications are invited by the Principal Investigator for the Biotechnology Industry Research Assistance Council (BIRAC) funded *ad hoc* project entitled “Phase II/III clinical trial of an indigenously developed hepatitis E vaccine and evaluating its immune correlates” for the post of **Senior Manager on contract basis** as per the terms and conditions mentioned in page no.2. Eligible applicants may submit their application as per the instructions mentioned below.

Name of the Post	Senior Manager (on contract basis)
No. of post	One
Remuneration	Rs.50,000/- consolidated pay
Qualification & Experience	Essential: 1. M.Sc. in Life Sciences or Ph.D. in Life sciences/ Biomedical sciences with minimum 5 years' experience in execution, conduct and management of project in a health care setting. 2. Demonstrated experience in facilitating collaboration among partners. 3. Outstanding communication, planning and analytical skills with attention to details 4. Ability to work with efficiency and diplomacy as part of a team effort. 5. Providing administrative support and manage correspondence. 6. Organize project related meetings and assist in preparation of agendas, meeting minutes, presentation materials and progress reports. 7. Proficiency in English and MS office
Age Limit	Not exceeding 45 years
Period	Initially for one year, likely to continue beyond 1 year depending on satisfactory performance
Selection	By interview

One set of filled-in application (Annexure-I) along with self-attested certificates/testimonials, Experience certificate, must be sent to the following address **on or before 10.11.2022 by 04:30P.M.**

The Principal Investigator
NBM-BIRAC Project
Department of Clinical Immunology
4th floor, Super Specialty Block
JIPMER Puducherry 605 006

The envelope containing the application should be super-scribed as:

“Application for the Post of Senior manager, NBM-BIRAC Project”

TERMS AND CONDITIONS

1. Valid email ID and mobile number is essential
2. Selected candidate should bring along original certificates in support of his/her age, certificate of academic qualifications, experience, list of publications, a valid photo ID and address proof at the time of joining.
3. Appointment is purely on temporary basis and will be initially for a period of one year with possibility of extension without any right for other regular posts in JIPMER, Puducherry.
4. The appointee will get a consolidated salary. No other allowance/facilities other than consolidated salary will be provided
5. Validity of the shortlist will be for up to one year from the date of publication of the results
6. Qualification and experience should be from a reputed institute in the relevant discipline/field
7. Qualification, experience, other terms, and conditions may be relaxed / altered at the discretion of the Principal Investigator.
8. The appointee shall perform the duties as assigned to him/her by the Principal Investigator,
9. If performance of the appointee is not found satisfactory by the Principal Investigator, the appointment can be terminated at any time without assigning any reason.
10. The appointee may request to be relieved from the post by giving 30 days' prior notice or salary in lieu thereof
11. No accommodation will be provided by the institute/ Principal Investigator.
12. Submission of wrong or false information at any stage of the selection process shall disqualify the candidature.
13. Canvassing of any kind will lead to disqualification.

Principal Investigator
NBM-BIRAC Project



Jawaharlal Institute of Postgraduate Medical Education and Research
Dhanvantari Nagar, Puducherry 605 006, India
 (An Institution of National Importance under Ministry of Health & Family Welfare,
 Government of India)



Department of Medical Gastroenterology

Application form for the post of Senior Manager on contract basis

1.	Name		Photo		
2.	Father/Husband Name				
3.	Date of Birth				
4.	Age as on 07/11/2022				
5.	Sex				
6.	Nationality				
7.	Address				
9.	Mobile No.				
10.	Email Id				
11.	Educational Qualifications				
	Name of the Degree	Branch	Marks obtained	Year of Passing	Name of the University
12.	Details of Experience				
	Name of the organization	Designation	From	To	No. of years /months (experience)

List of attested copies to be attached along with application

1. Aadhaar Card (Identity Proof and Address Proof)
2. Age Proof (Birth Certificate/ 10th/12th Certificate with age)
3. Proof of Educational Qualifications
4. Proof of Experiences
5. No Objection Certificate from employer if working as a permanent employee
6. List and proof of scientific publications (if any)

Declaration: I do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected. All terms and conditions of engagement as mentioned in the notice are acceptable to me.

Place:

Date:

Signature