

Walk-In Interview for Post of Data Entry Operator (DEO) On Contract Basis Under JIPMER Smile Train Cleft Project

Only eligible candidates can attend the Walk-In Interview for the post purely on contract basis under the JIPMER Smile Train Cleft Project, JIPMER, Puducherry.

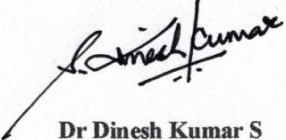
Sl. No.	Name of Post	No. of Post	Consolidated Pay per month	Educational Qualifications and Experience	Terms of Reference
1	Data Entry Operator (DEO)	1 (one)	Rs. 18,000/-	B.Sc., (IT/CS/ISM) / BCA. Experience: More than two years of experience in Data Entry work in any Hospitals.	<ol style="list-style-type: none">1. Entering Patients day to day clinical data and well proficiency in medical terminologies.2. Collecting the information from the patient like clinical history.3. Uploading the photographs of the patients like pre-operative, intra- operative & post-operative online.4. Coordinating & attending the Health Camps organized by the JIPMER Smile Train Cleft Project (JSTCP) and the Department.5. Counselling the patient after surgery about cleft care do's & don'ts.6. Maintenance of Records such as Attendance Register, Log Book, Stock Inventory, etc.7. Preparation and execution of Awareness Programmes schedule in co-ordination with the Project Director.8. Compile Reports of Project on weekly monthly and yearly basis.9. Minutes of all meetings convened by the Project Director.10. Maintenance of Project Accounts and payables.

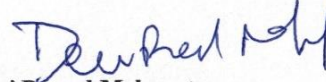
General Conditions:

1. The maximum age limit for the above contract posts is 30 years as on 1st June 2017.
2. The application of candidates who do not fulfill any of the above eligibility criteria will not be considered.
3. The above positions are purely **temporary and contractual**. They are **not under JIPMER**.
4. The duration of the project is for one year.
5. The initial period of appointment against the posts will be for 6 (six) month which is extendable half yearly. Extension of the contract appointment against the posts will be considered on assessment of the performances and continuation of the project by the funding organization.
6. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.
7. Selected candidates will have to undergo medical examination before joining the post.
8. No TA/DA will be paid for appearing interview and No accommodation will be provided.
9. Canvassing in any form will disqualify the candidate.

Interested eligible candidates can attend the Walk-In Interview along with their bio-data and attested copies of all educational qualifications, experience certificates and testimonials and 2 (two) recent passport size photographs to "Office of Department of Plastic Surgery, 4th Floor, Superspeciality Block, JIPMER, Puducherry – 605006.

Date of Walk-In Interview on 16th June 2017 at 2 pm.


Dr Dinesh Kumar S
HOD
Department of Plastic Surgery
JIPMER
मुख्य / HEAD
विभाग अस्पताल चिकित्सा विभाग
Department of Plastic Surgery


Dr Devi Prasad Mohapatra
Project Director
Additional Professor, Department of Plastic Surgery
JIPMER
ADDITIONAL PROFESSOR
DEPARTMENT OF PLASTIC SURGERY
JIPMER, PUDUCHERRY.