



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH
(An Institution of National Importance, Under Ministry of Health & Family Welfare, Government of India)
Dhanvantari Nagar, Puducherry – 6.



REGIONAL CANCER CENTRE

HOSPITAL BASED CANCER REGISTRY & PATTERN OF CARE SURVIVAL STUDIES

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Date: 30-04-2019

HOSPITAL BASED CANCER REGISTRY **REGIONAL CANCER CENTRE**

Applications are invited for **Data Entry Operator (Gr. A) (1 No.)** on Contract Basis for the Project of “**Hospital Based Cancer Registry & Pattern of Care and Survival Studies**” Regional Cancer Centre, JIPMER, Puducherry – 6.

Post: Data Entry Operator (Gr. A)

The job is time bound for a period of 1 year (likely to continue beyond 1 year depending on satisfactory performance).

The following are the criteria for the candidates:-

Sl. No.	Name of the Post	Age Limit	No. of Post	Consolidated pay per month	Essential Educational Qualification & Experience	Desirable Qualification
1.	Data Entry Operator (Gr. A)	Not exceeding 28 years	01 (One) (Unreserved)	Rs. 17,000/- (per month)	Three year graduate degree from a recognized university (with good command over spoken and written grammatical English) with knowledge of data entry work.	Speed of 8000 key depressions per hour & at least 3 years experience in operation of PC. Knowledge of DTP packages and use of software programmes will be an added qualification. Qualification in Stenography/maintenance of accounts, cashbook ledgers will be a major advantage.

GENERAL INSTRUCTIONS & CONDITIONS:

- No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the post is purely on contract basis.
- The total duration of appointment in the project is maximum **ONE YEAR (01 year)**.

- The above post is filled purely on contract basis, co- terminus of the project & the candidate will have no right to claim for permanent employment in the Institute/under NCDIR/NCRP/ICMR or continuation of his/her services in any other project.
- The candidate will be selected **based on the merit in written exam**. No TA/DA will be paid for attending the exam/interview.
- The candidates are advised not to bring any political or other recommendations to influence their selection. Such candidates will be summarily rejected.
- Interested and eligible Candidates may submit their application in the prescribed format (appended) along with the attested copies of the following testimonials:
 - i. **Age proof Certificate (10th/12th Mark sheet/Birth Certificate).**
 - ii. **SSLC/10th Mark sheet, HSC/12th Mark sheet and Degree /Provisional certificate.**
 - iii. **Experience certificate (if any).**
 - iv. **“No objection Certificate” from the present employer if necessary.**
- The applications should reach to the below address **on or before 21st May, 2019 by Registered post only**. Applications received beyond the prescribed date will be summarily rejected.
- All future correspondence will be sent **via E-Mail only**. Hence, all are requested to provide valid / correct email id(s) without fail. The envelope should be labelled as "Application for the post of Data Entry Operator (Gr. A) for the Project “Hospital Based Cancer Registry & Pattern of Care Survival Studies”. Eligible candidates will be called for written test/skill test. **Date and venue of exam will be intimated through e-mail only.**

Interested and eligible Candidates may submit their application in the prescribed format along with the attested copies of testimonials which should reach to the below address **on or before 21st May, 2019 by Registered post only**. Applications received beyond the prescribed date will be summarily rejected. All future correspondence will be sent **via E-Mail only**. Hence, all are requested to provide valid / correct Email id(s)/Mobile Numbers without fail. Only shortlisted candidates will be considered for the further selection process.

Postal Address:

Dr. Gunaseelan. K,
Principal Investigator,
Additional Professor & Deputy Medical Superintendent,
Hospital Based Cancer Registry Patters of Care and Survival Studies,
Department of Radiotherapy,
Regional Cancer Centre,
JIPMER, Puducherry – 605 006.

Dr. GUNASEELAN. K
Principal Investigator
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