



Department of Psychiatry

No: JIP/PSY/ABIGNET/2024-01

Date: 10-06-2024

RECRUITMENT NOTICE FOR THE POST OF PROJECT TECHNICAL SUPPORT III (RESEARCH ASSISTANT) (2 POSTS) AND PROJECT TECHNICAL SUPPORT I (LAB TECHNICIAN) (1 POST) FOR NIH FUNDED PROJECT (on contract)

Applications are invited from eligible candidates to work on the following post(s) on a contract basis in a research project funded by National Institutes of Health (NIH), USA, at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, as per the details below.

Name of post (number)	Project technical support III (research assistant) — 02 posts (of which at least 1 female) Project technical support I (lab technician) — 01 post
Likely duration	3-4 years (depending on project timelines and on the performance of the candidate)
Consolidated remuneration	Project technical support III (research assistant) – ₹28,000+18% HRA (5,040/-) per month Project technical support I (lab technician) - ₹18,000+18% HRA (3,240/-) per month (no other allowances other than those mentioned here are payable)
Project title	Asian Bipolar Genetics Network
Funding Agency	National Institutes of Health, USA
Project investigator (PI)	Dr Vikas Menon
PI's department	Psychiatry

Nature of work/responsibilities and expectations

Project technical support III (research assistant) (2 posts) (of which at least 1 female)

- To undergo training in patient phenotyping
- To recruit, consent, and interview volunteering patients
- To co-ordinate data entry and management in the prescribed software.
- To liaise with investigators from other clinical sites and attend project coordination meetings, as and when necessary

Project technical support I (lab technician) (1 post)

- To collect blood samples after taking patient consent
- To perform labelling, barcoding, packaging the samples
- To assist with periodic shipping of the samples

Eligibility criteria (Qualifications and experience)

Project technical support III (research assistant) (2 posts)

A. Essential:

- Masters in public health, social work, psychology or nursing OR M. Phil in Clinical Psychology/Psychiatric Social Work
- Good command of Tamil and English—Reading, speaking & writing, preferably typing
- Experience in interviewing patients

B. Desirable:

- Two years of clinical experience in the relevant field
- Experience of clinical cohort management
- Microsoft Office Experience (Word, excel, PPT)
- Experience with RedCap software

C. Maximum Age Limit: 35 years (as on last date of receipt of applications)

Project technical support I (lab technician) (1 post)

A. Essential:

- 12th in Science + B.Sc MLT (3 years) OR Diploma in MLT (2 years)

B. Desirable:

- Two years experience in the field

C. Maximum Age Limit: 28 years (as on last date of receipt of applications)

Eligible and interested candidates may email the filled application form (attached), along with CV and supporting documents (scanned in one pdf) to the **Email ID: abignet.jipmer@gmail.com**

Notes:

1. **Applications not in the prescribed format will not be processed or accepted.**
2. Please mention the name of the post applied for in the email subject line.
3. The PDF file should be named as: ***“Candidate name_Post-name_year_application”***. e.g. ***“James_PTSIII_2024_application”***. *PTS is the short form for Project Technical Support.*
4. *The last date for sending complete applications by email is 24.06.2024 (up to 4:30pm). Late applications will not be considered.*
5. For those wishing to apply for both the posts, a separate application form must be filled in for each post and scanned and sent with the necessary enclosures in separate emails.

Applicants will be shortlisted based on the details furnished in the application, CV, and the documentary proof provided. The list of eligible candidates will also be displayed on the JIPMER website. The final selection will be based on CV, application, and written test/interview. Please refer table below for important dates related to recruitment.

EVALUATION CRITERIA:

After the evaluation of the application form, the recruitment process will be as follows:

A. Written test (60 MCQ questions)

Project technical support III (research assistant) (2 posts)

will cover basic clinical interviewing skills, eliciting basic signs and symptoms, closed ended vs open ended questions, etc.

Project technical support I (lab technician) (1 post)

will cover order of sample draw for multiple collection, blood biochemistry and metabolic panel, obtaining patient's consent, universal precautions, spillage, protection, etc.

B. Interview (panel of 3 experts)

Project technical support III (research assistant) (2 posts)

will cover work experience, language aspects, reliability/validity aspects of interviewing, importance of non-verbal cues, attitudes, empathy, handling non-response, etc.

Project technical support I (lab technician) (1 post)

will cover work experience, handling refusal to consent for blood draw, punctures, process of sample coding, transportation, attitudes, empathy, etc.

TERMS AND CONDITIONS:

1. This position is purely on contract basis for an externally sponsored project, and the person engaged will have no claim to any regular post in JIPMER at any time. Further, the position is only for the duration of the project and based purely on external funding support for the project.
2. The engagement may be extended or curtailed at the discretion of the Project Investigator.
3. Qualification and experience should be in the relevant discipline/field and in a reputed institution/organization. The experience should have been gained *after acquiring the essential qualification.*
4. Qualification, experience, other terms, and conditions may be relaxed/altered at the discretion of the Project Investigator.
5. Valid email ID and mobile number are compulsory.
6. Consolidated salary of the post may vary from time to time. No other allowance/facilities other than consolidated salary shall be extended.
7. Submission of wrong or false information at any stage during the process of selection or canvassing of any kind will lead to disqualification or even termination if detected after the person has been engaged.
8. Only shortlisted candidates will be called for a written test and interview. Decision of the Project Investigator will be final. If the number of applications is very large, more stringent criteria than those specified above may be used to determine eligibility.
9. No TA/DA will be paid for attending the interview.
10. Incomplete applications and applications that are not in the prescribed format and those not fulfilling the essential criteria above are likely to be summarily rejected. Candidates may attach their CVs with the application form. *However, applications with CV alone and without the prescribed format, duly filled in, and certificates will be rejected.*

Interviews for the post may be conducted in person or via videoconferencing, at the discretion of the Principal Investigator. In the latter case, it will be the individual candidate's responsibility to ensure access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities, and an adequate internet connection.

Date and time of written test/interview will be 28.06.2024 (8:30 am onwards; please see below)

Approximate timelines for recruitment (subject to change)	
Application last date	24-06-2024; 4:30 PM
Email ID for applying	abignet.jipmer@gmail.com
Shortlist published on JIPMER website	26-06-2024
Interview date and reporting time	28-06-2024; 08:30 AM
Certificate Verification	28-06-2024; 08:45 AM
Written screening test (single response type MCQ)	28-06-2024; 09:30 AM
Interview (for those shortlisted after the screening test)	28-06-2024; 2:00 PM
Venue	Seminar Room, Dept of Psychiatry, Ground floor, Old hospital building, JIPMER, Puducherry
Announcement of results	29-06-2024
Expected joining date	01-07-2024

For further queries, if any, contact PI, Dr. Vikas Menon, on the following email: abignet.jipmer@gmail.com with subject of the email mentioned as “Enquiries about ABIGNET project recruitment”

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