



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

REC-02: Advertisement Format

Advt. No : JIP/PSM/INDO-USTB/InTGS/2024/173

Date: 15/10/2024

Advertisement for Recruitment to Project Posts (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 an external agency at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry/Karaikal, as per the details below.

Name of post (number)	Senior Project Associate (Site coordinator)
Likely duration	1 Year
Consolidated remuneration	Rs 42,000+HRA per month (no other allowances are payable)
Project title	Whole Genome Sequencing of MTB Clinical Strains for Determining Drug Resistance And Strain Lineage In India: A Structured Nationwide Approach
Funding Agency	DBT
Project investigator (PI)	Dr Sonali Sarkar
PI's department	Preventive and Social Medicine

Nature of work/responsibilities and expectations

- Coordination with the study staff (MSW, JN) for the proper functioning of the study
- Coordinating with the local health authorities for the smooth conduct of the study
- Develop, implement and maintain research standard operating procedures.
- Develop reporting procedures and generate reports on study progress.
- Monitoring of electronic database of the assigned projects; resolving all data queries
- Overseeing the study funding
- Recording and documenting training of study staff; maintains all documents and records related to the study
- Attend conference calls and all other meeting related to the study.
- Ensuring and managing inventory to conduct all study activities
- Duties assigned by PI, and other duties that arise from time to time.

Eligibility criteria (Qualifications and experience)

A. Essential:

Doctoral degree in science/ life sciences or Social Science with Four years' experience in research and development in industrial and academic institutions.

Desirable:

- Experience in the field of Tuberculosis research.
- Knowledge of regulatory aspects of clinical research.
- Survey/Field experience



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B. Maximum Age Limit: 40 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: recruitment.indoustb@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_DEO_2023_application"**.
4. **The last date for sending complete applications by email up to 4.30pm on 25/10/2024.**

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.

EVALUATION CRITERIA:

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

- a. Written test
- b. Skill Test
- c. Interview

NB: If the number of shortlisted candidates is less, a direct interview will be conducted instead.

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 discretion of the Project Investigator.
3. Qualification and experience should be in a 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 Principal 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/or 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



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attach their CVs with the application form. *However, applications with CV alone and without the prescribed form 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 of interview will be 28/10/2024



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REC-03: Application Format

No Advt. No : JIP/PSM/INDO-USTB/IntGS/2024/173

APPLICATION FOR THE POST OF SENIOR PROJECT ASSOCIATE (SITE COORDINATOR)

For the Project: Whole Genome Sequencing of MTB Clinical Strains For Determining Drug Resistance And Strain Lineage In India: A Structured Nationwide Approach

Print in A4 size paper and fill in with Block Letters with BLUE PEN

Applicant's name		Affix your recent passport size photo (Do not staple)
Father's name		
Date of birth dd/mm/yyyy)		
Age on last dates for application	___ y, ___ mo, ___ d	
Sex (male/female/other)		
Married/unmarried		
Nationality		
Religion		
-**Communication address (including PIN)		
Mobile number		
Email ID		

Have you ever been convicted by a court of law or is any criminal case / disciplinary action/vigilance enquiry pending against you? If yes, provide/attach details.		
Language proficiency	Converse	
	Read	
	Write	



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Educational Qualifications: *(Enclose self-attested photocopies)*

Qualifications (from SSLC/Matriculation onwards)	Board/University	Year of Passing	% Marks	Subjects
1	Tenth or equivalent			
2	Higher Secondary			
3				
4				
5				
6				
7				

Details of Previous Employment (if any): *(Pls attach PDFs of proof of work)*

	Employer	Designation	From (date)	To (date)	Duration (yrs, mos, days)	Nature of duties
1						
2						
3						
4						
5						
6						

- Fields of Research Experience / Paper submission in national level conference or publications (if any)
- The project work involves travel to the field/other centers for the study. Will you be willing for the same (Yes/No): _____
- Any other relevant information: _____



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Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous/ current work. (Please inform and the persons you list below that they may be receiving calls from us regarding this position, and obtain their permission to mention their names)

I accept enquires about my previous work with my earlier employer(s): Yes / No

Contact information of previous employer(s):

Name	Designation	Company / Organization Name	Phone	Email ID

Check List: (Please tick against those enclosed)

All Certificates must be self-attested and attached in the following order:

Proof of Identity (Copy of Aadhaar card/ Voter ID / Passport /Driving License)	
Certificate in support of age (Tenth equivalent / High School Certificate)	
Degrees/Diplomas	
Experience certificates	
Any others (if relevant; specify)	

DECLARATION BY THE APPLICANT

Application for the post of: Senior Project Associate (Site coordinator)

I, _____, wish to apply for the above contract post in an extramural research project, and hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found false, incorrect or ineligible and detected before or after the selection process, my candidature or employment will be terminated. Further, I declare that I have gone through the terms and conditions of the appointment. I will abide by the same and I understand that through applying, qualifying or engagement on this position, I will have no claim against any regular position at JIPMER.

Place:

Date:

(Signature of the Applicant)

NAME (in block letters):