

**INDO US TB PROJECT  
DEPARTMENT OF PREVENTIVE AND SOCIAL MEDICINE  
JIPMER, PUDUCHERRY – 605006**

JIP/PSM/INDOUSTB/2019/102

DATE: 25.09.2019

**WALK-IN WRITTEN TEST/INTERVIEW**

The following positions to be filled purely on temporary basis under **INDO-US TB** Project, Dept. of Preventive and Social Medicine, JIPMER. Interested and eligible candidates may email their 2 page CV to the mail ID: [recruitment.indoustb@gmail.com](mailto:recruitment.indoustb@gmail.com). Candidates will be shortlisted based on their CV. Last date for sending the CV is **29/09/2019**. Panel of recommended candidates shall be shortlisted after written test followed by interview. Selected candidates will be engaged in INDO US TB projects as and when required.

S.No	Name of the post	Qualification	Pay/month (Approx.)	Age limit/ Years
1.	<b>Project Officer (Finance )</b>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• M.Com/ MBA (Finance) graduate with 2 years' experience of administration/finance and accounts work</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Post Graduate in accounts related discipline</li> <li>• Working experience in computer applications</li> <li>• Experience in recruitment process, bills, accounts, purchase, salary processing</li> <li>• Supply chain management</li> </ul>	Rs. 35,000	30 years
2.	<b>Project Lab Assistant</b>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in Microbiology/ Biochemistry/ Medical laboratory Technology from a recognized university with 1 year work experience in a recognized organization</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Laboratory experience in conventional and molecular techniques, handling infectious agents</li> <li>• Knowledge of computer applications</li> </ul>	Rs. 25,000	35 years

3.	<b>Data Entry Operator</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree in any discipline with 1 year experience, working in health research projects</li> <li>• A speed test of not less than 15000 key depressions per hour through speed test on computer</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in computer application such as MS-Office (M.S. Word, M.S. Excel)</li> <li>• Any certificate course on computer such as DCA,PGDCA,B.com with computer application</li> </ul>	Rs.18000	35 years
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Eligible candidates may attend the written screening test followed by interview (for the shortlisted candidates). Details attached in the Annexure 1, in the Dept. of Preventive and Social Medicine, IV Floor, Administrative Block, JIPMER. The applicants are requested to bring the filled in application form (Annexure 2), Bio-data with self-attested copies of testimonials, conduct certificate from the last employer and original certificates for verification.

**NOTE:**

1. Validity of the selected list is valid for **Two years** from the date of publication of results and renewable accordingly.
2. Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
4. Experience in Tuberculosis research will be considered as the most desire qualification and upper age limit may be relaxed based on experience in TB research.
5. The posts are purely on contract basis for an external sponsored project, and no claim for any other regular post in JIPMER shall be entertained.
6. **Valid email id and mobile number is compulsory.**
7. Consolidated salary of the post may vary from time to time. No other allowance/ facilities other than consolidated salary shall be extended.

8. Decision of the Principal Investigator will be final.
9. No TA/ DA will be paid for the interview.
10. Canvassing of any kind will lead to disqualification.
11. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
12. If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
13. The appointee may be relieved from the current job position, with one month prior notice, failing to do so may be held responsible for paying one month salary.



**Principal Investigator**  
**Principal Investigator**  
**Indo-US TB Project**  
**JIPMER, Puducherry-6**

**Annexure 1: Details of Screening Test**

<b>Date of the Written Test</b>	<b>Posts</b>	<b>Reporting Time &amp; Venue</b>
<b>03.10.2019</b>	<b>Project Officer (Finance )</b>	<b>Reporting Time:</b> 8.30-9.00 AM
	<b>Project Lab Assistant</b>	<b>Exam Time:</b> 9.30-10.00 AM
	<b>Data Entry Operator</b>	<b>Venue:</b> Room No.105 (Research Room), Ground Floor, Administrative Block, JIPMER

**PS:** Interview will be conducted at 2.30 PM on the same day for the candidates selected in the written test in the Dept. of P&SM, JIPMER.

**Note:** Strict adherence to the time schedule is mandatory for all the candidates.