

JAWAHAR INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION & RESEARCH
(An Institute of National Importance Under the Ministry of Health and Family Welfare)
Dhanavantari Nagar, Puducherry – 605006

Recruitment Notice

Dated – 12.8.2022

Recruitment of contractual staff – Data Entry Operator (DEO) in JAANA funded extramural project

1. Eligible candidates are invited to attend interview for the following post on contractual basis in the extramural research project (JAANA funded) **“Shared Decision Making with the help of a Decision Aid and its impact on Cesarean section rates in women undergoing Trial of Labor after Cesarean section: A Mixed Methods Study”** in Department of Obstetrics and Gynaecology, JIPMER, Puducherry.

Name of the post	<ul style="list-style-type: none">• Data entry operator
Number of post	<ul style="list-style-type: none">• One
Education Qualification	<ul style="list-style-type: none">• Bachelor degree from a recognized university• Excellent knowledge of MS office (MS Excel, Word, Power Point)
Desirable Qualification	<ul style="list-style-type: none">• Previous experience as DEO in research• Verbal and written communication skills in English and Tamil
Age limit	<ul style="list-style-type: none">• Upper age limit 30 years. Age relaxation for SC/ST/OBC candidates will be extended as per Govt. of India rules
Salary	<ul style="list-style-type: none">• Rs. 15,000/per months (consolidated)
Job Description	<ul style="list-style-type: none">• The post is purely temporary and renewable depending on the funding of the project• Assisting in research activities relating to the including data entry• He/she will help in questionnaire development, translate into local language (Tamil) and retranslate into English• Executing finance and administrative related tasks of project• He/she will help to collect data and maintain a database of the

	records.
Duration	<ul style="list-style-type: none"> • 21 months. The appointment will be on temporary basis for one year. Based on the performance, the appointment could be extended till the end of the project or duration of the project whichever is earlier
Skills	<ul style="list-style-type: none"> • Good organizational behaviour, problem solving skills, recording and storage data • Ability to establish and maintain effective working relationships with co-workers and investigators

Terms and conditions for the temporary appointments:

1. VALID EMAIL ID AND MOBILE NUMBER is compulsory
2. No TA/DA will be admissible to appear in the interview.
3. These positions will be purely on temporary basis for the specified period of time and based on availability of the project funds, and may be terminated earlier than expected.
4. The appointment can be terminated at any time with one month's notice without assigning any reason or if the person work is considered unsatisfactory by the competent authority.
5. If the appointee wishes to resign his/her job, he/she has to serve one month notice or remit one month salary or pay thereof, as the case may be proportionate to the shortfall in the notice period.
6. The appointee shall be on a whole time appointment for this project and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of appointment.
7. Since the posts are purely temporary, the incumbents selected will have no claim for regular appointments in JIPMER or continuation of his/her services in any other project.
8. Benefit of provident fund or other allowances are not applicable.
9. Interested candidates need to send the scanned filled application form (attached on JIMPER website) by e-mail only with subject line mentioned 'Application for the post of Data Entry Operator (SDM study)' to **recruitment.rnsdm@gmail.com** by 24.8.2022, 4pm. Applications sent after the last date will not be entertained.
10. Only short listed candidates will be published on JIPMER website and called for the written test and interview.

11. Kindly fill the google forms to know in details of the applicants in the following URL:


<https://forms.gle/Eg9DrbmkvqGKgQoR6>

12. Compulsory to fill both application and google form completely. Incomplete forms will be summarily rejected without assigning any reasons thereof.

13. The shortlisted candidates name shall be published in the JIPMER website. No personal intimation shall be given to the candidates regarding the results.

Documents to be enclosed with application in the email

1. CV
2. Recent colour photo
3. Proof for date of birth
4. Proof of residence
5. Qualification and experience certificates
6. Publications
7. Certificates of Achievements or Awards if any


Dr Bhabani Pegu

Principal investigator

Associate professor

Department of Obstetrics and Gynecology

JIPMER, Puducherry – 605006