REC-02: Advertisement Format

Advt. No. JISPH/TRC/2026/HR(01) Date: 08-09-2026

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 titled "Technical Resource Centre under the Centre for Evidence for Guidelines by JIPMER, Pondicherry" funded by Department of Health Research (DHR) at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, as per the details below.

Name of post (number)	Research associate III (1 post)
Likely duration	Initial appointment for six months and renewable based on the candidate's performance and subject to extension of TRC project and funds availability
Consolidated remuneration	Rs 67,000+HRA as applicable (no other allowances are payable)
Project title	Technical Resource Centre under the Centre for Evidence for Guidelines by JIPMER, Pondicherry
Funding Agency	Department of Health Research (DHR)
Project investigator (PI)	Dr Manikandan Srinivasan, Assistant Professor (Epidemiology Division)
PI's department	JISPH, JIPMER-Puducherry

Nature of work/responsibilities and expectations

- Develop and register technical protocols for conducting systematic reviews and meta- analyses
- Undertake systematic review and meta-analysis of the topics decided by the Technical Resource Centre (TRC)
- Manuscript writing of the evidence synthesis projects
- Planning and organization of the training programs and workshops on systematic review and other evidence synthesis topics under the TRC
- Convene and/or attend meetings, trainings and webinars of the TRC as decided by the Principal Investigator (PI) /Co-PI
- Report writing for the TRC activities at intervals decided by the Principal Investigator
- Managing the day-to-day functioning, activities and record-keeping of the TRC
- Any other duties/responsibilities assigned by the PI / Co-PI

Eligibility criteria (Qualifications and experience)

A. Essential:

Post graduate degree in Public Health (MPH)/M.Pharm./M.Sc. Epidemiology/ M.Sc. Health Economics) with 3 years of research/academic experience.

OR

MD/MS/MDS/Ph.D (in Pharmacy /Pharmacology /Public Health /Statistics / Epidemiology /Health Sciences) or equivalent degree

B. Desirable:

Preference will be given to the candidate with:

a) Publications (Systematic Reviews and Meta-analysis (SRMA)) as first or corresponding author in peer reviewed journals
b) Previous training/work experience in SRMA
c) Previous experience of organising workshops
d) High-level expertise for conducting data analysis using R programming, STATA, Python

C. **Maximum Age Limit:** 35 years as on the last date of application (age limit relaxable as per Government of India guidelines)

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: trcjipmerjisph@gmail.com and additionally fill out the google form https://forms.gle/wxwfgehJQd56DU6g8 before 25/9/2026 *by 4:30 PM*

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 (4:30 PM) on ***(***25/9/2026***).***
5. For those wishing to apply for two or more different posts, a separate application form must be filled in for each post and scanned and sent with the necessary enclosures in separate emails. (This clause is not applicable)

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 as per PI's discretion.

EVALUATION CRITERIA:

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

a. **Written test** *(Epidemiology and evidence synthesis) – Not applicable*
b. **Skill Test** (*specify areas which will be covered) – Not applicable*
c. **Interview** *(Epidemiology and evidence synthesis)* – Online /Hybrid mode

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. As per the guidelines of the project sanctioning agency.
3. Successful candidate will normally be engaged on Project Technical Resource Centre initially for a period of 6 months and renewable based on the candidate's performance and subject to extension of TRC project, funds availability and approval from the competent authority.
4. The engagement may be extended or curtailed at discretion of the Project Principal Investigator.

5. 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.*
6. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
7. Cut-off age limit will be as on the last date of application.
8. Valid email ID and mobile number are compulsory.
9. Consolidated salary of the post may vary from time to time. No other allowance/facilities other than consolidated salary shall be extended.
10. 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.
11. Mere fulfilling the essential qualification/experience does not guarantee for shortlisting/selection.
12. In case of a large number of eligible candidates after scrutiny of applications, the appointing authority may adopt suitable higher criteria for shortlisting the candidates.
13. Only shortlisted candidates will be called for a written test and/or interview. Decision of the Project Principal 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.
14. No TA/DA will be paid for attending the interview.
15. 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 form and certificates will be rejected*.
16. Candidates already employed in government institutions should submit a "No Objection Certificate" from their employer at the time of walk-in- interview/written test / personal discussion failing which he/she will not be allowed to appear in written/personal discussion.
17. Decision of the Interview Committee will be final.
18. The Selected candidate will have to join within 10 days of the declaration of results.

Interviews for the post may be conducted Online /Hybrid mode, 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 interview will be notified one week in advance through email to the candidates.
***The last date for sending complete applications* by email up to (4:30 PM) on 25/9/2026.**

REC-03: Application Format

No. JISPH/TRC/2026/HR(01)

APPLICATION FOR THE POST OF (*Research Associate-III*)

For the Project: **Technical Resource Centre under the Centre for Evidence for Guidelines by JIPMER, Pondicherry**

Print in A4 size paper and fill in with Block Letters

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		
Whether SC/ST/OBC		(please attach proof)
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	

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						

A. Please describe your experience in up to 500 words

B. Fields of Research Experience / Paper submission in national level conference or publications (if any)

C. The project work involves travel to the field/other centers for the study. Will you be willing for the same (Yes/No): _____

D. Any other relevant information: _____

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	
Proof of publication(s)	

DECLARATION BY THE APPLICANT

Application for the post of: (Research Associate-III)

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):

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: trcjipmerjisph@gmail.com and additionally fill out the google form https://forms.gle/wxwfgehJQd56DU6g8 before 25/9/2026 *by 4:30 PM*