



Advt. No. JIP/RCC/NCRP-HBCR/RECRUIT/2025/05

Date: 04/12/2025

**Advertisement for Recruitment Data Entry Operator (Gr-A) -1 No**

Applications are invited from eligible candidates to work on the following post 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, as per the details below.

<b>Name of post (number)</b>	Data Entry Operator(Gr-A) (1 No)
<b>Likely duration</b>	01 year (likely to be extended as per the extension of the project)
<b>Consolidated remuneration</b>	Rs.17,000/- (Consolidated)
<b>Project title</b>	Setting up of Hospital Based Cancer Registries (HBCRs) in Regional Cancer Centre/TCCC/SCI from Scheme of MoHFW.
<b>Funding Agency</b>	National Centre for Disease Informatics and Research (NCDIR–ICMR), Bengaluru.
<b>Project investigator (PI)</b>	Dr. Gunaseelan K
<b>PI's department</b>	Radiation Oncology

**Nature of work/responsibilities and expectations**

- The Data Entry Operator will be responsible for accurate and timely entry of cancer-related data collected under the ICMR project. The role involves maintaining data quality, ensuring adherence to project guidelines, and supporting the research team in data-related tasks.
- The staff employed under the project should work full time on the task and the duties for which they have been appointed and their services should not be used otherwise.

**Eligibility criteria (Qualifications and experience)**

**A. Essential:**

- Three-year graduate degree from a recognized university (with good command over spoken and written grammatical English) with knowledge of data entry work.
- Speed of 8000 key depressions per hour (junior grade) through speed test on computer.

**B. Desirable Qualification:**

- 3 years of experience in Health or Hospital based projects.
- Expert knowledge in handling MS Office, other Statistical tools and use of software programmes will be an added qualification.
- Qualification in typewriting (Lower/Higher), maintenance of accounts, cashbook ledgers will be a major advantage



**Maximum Age Limit:** Not exceeding 35 years (as on last date of receipt of application)

Eligible and interested candidates should send the filled in application form (attached) along with CV and supporting documents by **Registered Post** only.

**Note:**

1. Applications not in the prescribed format will not be processed or accepted.
2. The envelope should be labelled as "**Application for the post of Data Entry Operator (Gr-A)** for the Project "**Hospital Based Cancer Registry & Pattern of Care Survival Studies**".
3. The **last date** for sending the filled in applications by Registered Post is **24<sup>th</sup> December 2025 by 5.00pm** to the below mentioned address.
4. **We shall not be responsible for any postal delay.**

**Postal Address:**

Dr. Gunaseelan. K,  
Principal Investigator,  
Hospital Based Cancer Registry,  
Department of Radiation Oncology,  
Regional Cancer Centre,  
JIPMER, Puducherry – 605 006.  
Office Mobile Number: 9655506997, 9655506929  
E-mail Id: jipmerhbcr@gmail.com

Applicants will be shortlisted based on the details furnished in the application, CV and the documentary proof provided. The list of eligible/ineligible candidates will also be displayed on the JIPMER website. The final selection will be based on application, written test and interview.

**EVALUATION CRITERIA:**

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

- a. **Written test: MCQ's pattern (80 marks)** with single best answer with no negative marks.
- b. **Interview: 20 marks** by Subject Experts.

**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 eligible candidates will be called for the written test and the shortlisted candidates as per the merit list will be called for the interview on the same day. 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 form and certificates will be rejected.
11. All future correspondence to the applicant will be **sent via E-Mail only. Hence, all are requested to provide valid / correct email id without fail.**

**Dr. Gunaseelan K**  
**Principal Investigator,**  
**HBCR & POCSS,**  
**RCC, JIPMER.**