Advt. No. JIP/MEDONCO/NCG/2024/04 Date: 09.09.2024

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)	Data Entry Operator (01)
Likely duration	Seven Years
Consolidated remuneration	Rs.18000/ per month (10% Increment every year)
Project title	"Phase III open-labeled randomized controlled study to evaluate the optimal dose of all-trans retinoic acid in the treatment of acute promyelocytic leukemia." (Short Title: HCC APL22DOSA Study)
Funding Agency	National Cancer Grid (NCG)
Project investigator (PI)	Dr. Smita Kayal
PI's department	Department of Medical Oncology

Nature of work/responsibilities and expectations

a) Data entry, quality check, weekly/monthly data summary & project dashboard.
b) Assist in the creation of an online database for specific studies in the project
c) Assist in quality monitoring of all study-related data
d) Assist in data cleaning, analysis, and troubleshooting in data entry
e) Assist in the maintenance of project master files and documentation
f) Assist in periodic audits and preparation of regular monitoring reports
g) Miscellaneous office and administrative work related to the project.
h) Participate in all study-related activities and discharge other duties assigned by PI.

Eligibility criteria (Qualifications and experience)

A. Essential:
Bachelor's degree in computer application / IT / Computer science/ Electronic & Communication from a recognized institution/ university

B. Desirable:
- A speed test of not less than 15000 key depressions per hour through a speed test on a computer.
- Minimum three years' experience in data entry work
- Experience in handling clinical research data & patient-related data in Oncology or other clinical areas.
- Basic computer skills in MS Office, Excel, MS Word, Video Conference
- Knowledge of Computer Applications or Business Intelligence tools/Data Management
- Basic knowledge of statistics software

C. **Maximum Age Limit:** up to 35 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: icmrextramural.leukemia@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_2024_application".***
4. *The last date for sending complete applications* by email up to **04:30pm** on **30.09.2024(Monday)**
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.

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** *(areas/syllabus will be related to the disciplines and criteria described in the eligibility and on the expected roles & responsibilities)*
b. **Interview** *(areas/syllabus will be same as for written test)*

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 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 and time of interview will be notified one week in advance.