



**REGIONAL CANCER CENTRE  
DEPARTMENT OF MEDICAL ONCOLOGY**

No.IP/NOCI/Rec-03-2021

Date: 31 5 2021

**Recruitment Notice**

Applications are invited by the HOD, **Department of Medical Oncology**, JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER), Puducherry from candidates fulfilling the following eligibility conditions to work as “**PROJECT MANAGER**” on contract basis.

**No. of Posts**

1. Project Manager – 1 post

Selected candidates will be engaged on a contract basis in a project titled: **Network of Oncology Clinical Trails India (NOCI)** supported for funding by Biotechnology Institute of Research assistance council, (BIRAC), Department of Biotechnology, Government of India.

Interested and eligible candidates may email their CV and supporting documents scanned in one pdf to the mail ID: [nocirecruitment@gmail.com](mailto:nocirecruitment@gmail.com)

**ALONG WITH FILLED APPLICATION FORM AS PER ATTACHMENT**

**NOTE: Applications not in the prescribed format application for WILL NOT BE PROCESSED OR ACCEPTED**

Please mention the name of the post applied. Application forms must be filled for each of the posts as appropriate and scanned and sent along with supporting documents in a single PDF file to the above email ID.

The PDF file should be named as:

- “candidate name\_pm2021\_noci\_application”

**Last Date for sending applications and CV by email is 10<sup>th</sup> June 2021 upto 5 PM.**

Candidates will be shortlisted based on their application and CV. The shortlisted candidates will receive an email confirmation which will also include details of further selection process. The details will also be displayed on the JIPMER website. Selection will be based on CV and application as well as interview.

(Interview may be held through web-conferencing in view of the Covid situation)

## **Eligibility Criteria:**

### **For Project Manager:**

#### **A. Essential :**

- Post-Graduation in Medical /Non-Medical subject or Under Graduate in Professional course (proof to be submitted with application).
- Minimum five years of experience in managing projects involving in handling funds/ accounts/ manpower (proof to be submitted with application).
- Skills in handling Microsoft office, emails, webconferencing & other internet band tools.

#### **B. Desirable :**

- MBA from reputed Institute
- Experience in medical field or in the conduct of clinical trials
- Experience in the hospital / health/ allied fields

#### **C. Contractual Remuneration : RS.45,000/- (consolidated ) per month**

#### **D. Maximum Age Limit: 50 years**

#### **E. Evaluation criteria:** After evaluation of the application form, an interview will be conducted with the candidate through web conferencing.

### **Terms and Conditions:**

1. This position will be purely on temporary/contractual basis for the specified period of time and based on project. The engagement may be extended or curtailed at the discretion of the Director.
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 Principal Investigator.
4. The Posts are purely on contract basis for an external sponsored project, and no claim for any regular post in JIPMER shall be entertained.
5. Valid email id and mobile number is 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. Decision of the principal investigator will be final.
8. No TA/DA will be paid for the interview.
9. Canvassing of any kind will lead to disqualification.
10. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
11. Only shortlisted candidates will be called for Interview.
12. Incomplete applications and applications which are not in the format prescribed below and those not satisfying the essential criteria mentioned above will be summarily rejected without assigning any reasons thereof. Candidates may attach their CV with this application. However application with CV alone without the prescribed form and attachments of certificates etc will be rejected.
13. Due to Covid-19 pandemic associated restrictions, the interview for the post may be conducted through videoconferencing. Candidates will be responsible for having a suitable device (computer/ laptop/ mobile) for participating in the interview from their end and must ensure that they have an adequate internet connection at that time. Prior intimation of the interview date and time will be provided so that the candidate may prepare for the same.



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH(JIPMER)**

*Network of Oncology Clinical Trial India (NOCI)*

**Application for the Post of Project manager (June 2021)**

*Print in A4m size paper and fill in with Block Letters with BLUE PEN (and scan and save as candidate name\_pm2021\_noci\_application)*

1. Name of the Applicant: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Gender (*Male/Female/other*): \_\_\_\_\_

4. Date of Birth (dd/mm/yyyy): \_\_\_\_\_

5. Marital Status (Married/Unmarried): \_\_\_\_\_

6. Age (as on 31<sup>st</sup> May 2021) \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days

7. Nationality: \_\_\_\_\_

8. Address for Communication: \_\_\_\_\_

\_\_\_\_\_ PINCODE \_\_\_\_\_

9. Permanent Address: \_\_\_\_\_

\_\_\_\_\_ PINCODE \_\_\_\_\_

10. Mobile: \_\_\_\_\_ 11. Email ID: \_\_\_\_\_

11. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you? If so, specify: \_\_\_\_\_

12. Fields of Research Experience / Paper submission in national level conference (if any):  
\_\_\_\_\_

**14. Language Proficiency**

Able to Read & Write	
Able to Converse only	

Affix your recent  
Passport size Photo  
(Do not staple)

**15. Educational Qualifications: (Enclose self-attested photocopies)**

	<b>Educational Qualification (from SSLC /Matriculation)</b>	<b>Board/University</b>	<b>Mon/Year of Passing</b>	<b>Percent of Marks</b>	<b>Subjects</b>
<b>1</b>	<b>Tenth Equivalent</b>				
<b>2</b>	<b>Higher Secondary</b>				
<b>3</b>	<b>Degree</b>				
<b>4</b>	<b>Diploma/PG Diploma</b>				
<b>5</b>	<b>Others(Specify)</b>				

*(Add more rows if needed)*

**16. Details of Previous Employment (if any): (Pls attach PDFs of proof of work)**

	<b>Employer</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>Regular/Temp</b>	<b>Nature of Work</b>
<b>1</b>							
<b>2</b>							

*(Add more rows if needed)*

**17. Reference letters / Testimonials:** *(Pls attach PDFs documents)*

A. \_\_\_\_\_

B. \_\_\_\_\_

**18. Any other relevant information:** \_\_\_\_\_

\_\_\_\_\_

**19. Please describe in less than 500 words about your experience in managing projects involving handling funds/accountings/government grants/manpower**

**20. If this project involves travel to other Centre's of the network ,please indicate your willingness for the same (Yes/No)** \_\_\_\_\_

**21. Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous work.** (Please intimate your previous employer(s) that they may be receiving calls from us regarding this and obtain their permission)

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

**22. Check List: (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:**

- a) **Proof of Indian nationality** (*copy of adhaar /voter Id/ passport /driving license*)
- b) **Certificate in support of age (Tenth equivalent/High School Certificate)**.....
- c) **Degree**
- d) **Post graduate** .....
- e) **Experience Certificate (s)**.....
- f) **Any others (if any)** .....

**Declaration by the Applicant**

*Application for the post of: **Project Manager for NOCI***

I, ----- hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after Exam/Interview, I hereby convey my consent for cancellation of my candidature. Further, I declare I have gone through all the terms and conditions of the appointment. I will abide the same and I will not claim any regularization.

**Place:**

**Date:**

**(Signature of the Applicant)**