



DEPARTMENT OF SURGICAL GASTROENTEROLOGY, JIPMER, PUDUCHERRY

Recruitment of Contractual Staff - Data Entry Operator (DEO) in ICMR funded extramural project

1. Eligible candidates are invited to attend INTERVIEW for the following posts on purely temporary or contractual basis in the extramural research project (ICMR funded) **'Database creation for computational predictive analysis of treatment response assessment in Esophageal cancer patients in India'** under Dr Kalayarasan R, Principal Investigator and Additional Professor, Department of Surgical Gastroenterology, JIPMER, Puducherry.

Name of the Post	Data Entry Operator (DEO)
Number of Post	ONE
Project	ICMR funded <u>'Database creation for computational predictive analysis of treatment response assessment in Esophageal cancer patients in India'</u>
Essential Qualification	<ul style="list-style-type: none">• Bachelor's degree in computer science/application or B.Sc. (MLT) / B.Sc.(Biotechnology)/ B.Sc.(Nursing) from a recognized university.• Excellent knowledge of MS Office (MS Excel, Word, PowerPoint) and experience in data entry is essential.
Desirable Qualification	<ul style="list-style-type: none">• One year previous experience in research related to medical sciences in reputed Institute as DEO.• Effective listening skills, and excellent verbal and written communications skills in English/Tamil.
Age limit	30 years
Emoluments	Rs 18,000/- per month (consolidated)
Job Description	<ul style="list-style-type: none">• The position is purely temporary and renewable depending on the funding for the project• Assisting in research activities relating to the project including data entry.• Any other duty assigned by the PI from time to time• Executing finance and administrative related tasks of project.

Duration	Three Years. The appointment will be on temporary basis for a period of one year. Based on the performance in first year, the appointment could be extended till the end of the project or duration of the Project whichever is earlier.
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2. **Selection Venue:** Seminar room, Department of Surgical Gastroenterology, JIPMER, Puducherry. No TA/DA will be paid for attending the walk-in-Interview.

3. **Age Concession:** Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and ex- servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of services rendered in the research projects will also be admissible for experienced and skilled persons.

4. **Date and Time of Interview/Written test:** Last date of application for the post is **20.6.2021**. All Curriculum Vitae (as per format enclosed at the end of this advertisement) is to be sent at the following email address: kalayarasanraja@yahoo.com

Shortlisted candidates should report for the interview on the date indicated against the post (**26.6.2021**) **not later than 10:00 AM. Venue: Seminar room , Department of Surgical Gastroenterology, Fourth floor super specialty block, JIPMER,Puducherry.**

5. Interested candidates may report for appearing for the walk- in- interview with :

a. **Curriculum Vitae (CV) (as format enclosed at the end of this advertisement)**

b. **Self-attested photocopies** of proof of date of birth (class 10th certificate/ 12th certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials along with original for verification.

Additional self-attested documents to be brought along with CV:

- Color photograph
- Proof for date of birth
- Proof of residence – Aadhar / driving license
- Qualification and experience certificates

6. Application Fees: Nil

TERMS & CONDITIONS

1. **It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she does not fulfil essential eligibility criteria.**
2. These appointments will be made from the staff strength sanctioned to the extra-mural project and employment in this extra-mural project will not vest any right to candidate for appointment within the sanctioned staff strength of JIPMER, Puducherry.
3. **Tenure:** The assignments are purely on contract basis for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in JIPMER, Puducherry or ICMR or for continued contractual appointment.
4. **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
5. **Leave:** The leave entitlement of the appointee shall be governed in terms of the ICMR leave policy governing extramural / short term research projects as amended from time to time.
6. **Accommodation:** No hostel or any other accommodation will be provided by the Institute / Principal Investigator.
7. The candidate who is already in government service shall submit 'No ObjectionCertificate" from the present employer at the time of walk-in-written test.
8. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
9. The candidate should bring along original certificates in support of his/her age, educational/ professional qualification, experience etc., two recent passport size color photographs and a one set of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the walk-in-written test.
10. The candidate applying in response to his advertisement should satisfy themselves regarding their eligibility in all respects.

11. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.
12. Canvassing of any kind will lead to disqualification.
13. Private practice of any type is prohibited.
14. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
15. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
16. The candidate should not have been convicted by any Court of Law.
17. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
18. Applications incomplete in any aspect will be summarily rejected.
19. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
20. All information / updates pertaining to this advertisement including date of interview, result, joining etc will be displayed on the JIPMER, Puducherry website which is www.jipmer.edu.in
21. No individual intimation may be sent by the JIPMER, Puducherry to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
22. All disputes will be subject to jurisdictions of Court of Law at Puducherry.



Dr Kalayarasan R

(Principal Investigator)

Additional Professor

Department of Surgical

Gastroenterology

JIPMER, Puducherry

Tentative timeline for recruitment

Application last date	20-06-2021
Shortlist published on JIPMER website	22-06-2021
Interview Venue	26-06-2021 at 10:00 AM Seminar Room Department of Surgical Gastroenterology, Fourth floor, Superspeciality block, JIPMER, Puducherry
Announcement of results	27-06-2021
Expected joining date	01-07-2021

Department of Surgical Gastroenterology
JIPMER, Puducherry-605006

Proforma for submission of CV

Project title: *'Database creation for computational predictive analysis of treatment response assessment in Esophageal cancer patients in India'*

Application for the post of _____

Affix passport
sized photograph

1. Name of the Applicant : _____
2. Father's Name : _____
3. Date of Birth : _____ Age: _____
4. Gender : M/F : _____
5. Educational Qualification : _____

S. No.	Academic / Professional Qualification	Name of Institution	Board / University	Course Duration / Yr. of Passing out	Division / Grade / %

6. Experience:

S. No.	Designation	Name of Institution / Employer	From ---- to	Key Responsibilities

7. Training / Short Course attended:

8. Award and / or outstanding Achievements:

9. Contact Details:

a. Mailing Address: _____

b. Telephone Number (Res) _____ (Mob) _____

c. Email -ID _____

Place:

Signature of the Applicant

Date:

Declaration

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 appointment. I will abide the same and I will not claim any regularization.

Place:

Signature of the Applicant

Date:

Enclosures:

1. Color photograph (scanned image)
2. Proof for date of birth
3. Proof of residence – Aadhar / driving license
4. Qualification and experience certificates