

DEPARTMENT OF PAEDIATRICS, JIPMER, PUDUCHERRY

Recruitment for the post of Data Entry Operators (DEO) for research project

Name of the post: Data entry operator - 4 Post

Salary: Rs 18,000/- per month consolidated

Upper age limit: 30 yrs

Qualification: Bachelor's degree in computer science/application from a recognised university with knowledge of computer applications and 2 years' experience in data entry. Knowledge of Microsoft Excel is essential.

Terms and conditions for the temporary appointment:

- In general applicants with research experience, good communication skills in Tamil and basic computer skills will be preferred.
- Tenure for post: 1 year
- No TA/DA will be admissible to appear in the interview.
- Only candidates who can join by 30-06-2021 need to apply, as the positions are to be filled on an urgent basis.
- These positions will be purely on temporary basis for the specified period of time and based on project, and may be terminated earlier than expected.
- The appointment can be terminated at any time with one month's notice without assigning any reason or if the person's work is considered unsatisfactory by the competent authority.
- If the appointee wishes to resign his/her job, he/she has to serve one month's notice or remit one month's salary or pay thereof, as the case may be proportionate to the shortfall in the notice period.
- The appointee shall be on a whole time appointment for this project and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of appointment.
- The DEOs may be posted in any of the four collaborating centres namely Indira Gandhi Medical College, Cuddalore GH, Annamalai University, Thiruvannamalai Medical College
- Since the posts are purely temporary, the incumbents selected will have no claim for regular appointments in JIPMER or continuation of his/her services in any other project.
- Benefit of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim etc. are not applicable.
- Only shortlisted candidates will be called for Written test/Interview. The short list will be posted on the JIPMER website within one week of the last date for submission of application. (On or before 30-05-2021.) No individual communications for Written test/Interview will be sent.
- Canvassing in any form will be lead to disqualification.

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Interested and eligible candidates may send their application **by email only** mentioning in subject line “Application for the position Data Entry Operator”.

Email for sending application: dept-paediatrics@jipmer.edu.in

Applications to be sent in the prescribed format along with CV and copies of certificate(s) by email to on or before 25-05-2021 4:30 PM

Additional documents to be enclosed in the email:

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

Dr. Narayanan.P

Principal Investigator

Professor & Head

Department of Paediatrics

JIPMER, Pondicherry 605006

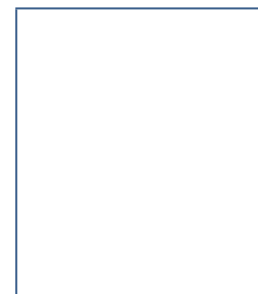
Tentative timeline for recruitment -	
Application last date	25-05-2021 4:30 PM
Shortlist published on JIPMER website	31-05-2021 (approximate date)
Certificate Verification and screening test	15-06-2021 at 09:00 AM
Interview (for those selected by screening test)	15-06-2021 at 02:00 PM
Venue	Seminar Hall -1 Department of Paediatrics, First Floor, Women & Children’s Hospital, JIPMER
Announcement of results	16-06-2021
Expected joining date	30-06-2021

DEPARTMENT OF PAEDIATRICS, JIPMER, PUDUCHERRY

**Department of Paediatrics
JIPMER, Puducherry-605006**

Project title: Improving the outcomes of sick children referred from district hospitals in and around Puducherry by establishing a communication network – a community-based quality improvement initiative.

Application for the post of _____



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:

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