



JAWAHARLAL INSTITUTE OF POST-GRADUATE MEDICAL EDUCATION & RESEARCH, (JIPMER)
(Institution of National Importance Under Ministry of Health & Family Welfare, Government of India)
Dhanvantari Nagar, Puducherry - 605 006.

No.: JIP/PSY/BB/ICMR/1/2019-22

Dated: 14th September 2021

Applications are invited from qualified candidates for the following post under the ICMR-funded multi-centric research project “*Development and validation of an Indian instrument to assess severity of substance related problems*” conducted in the Department of Psychiatry, JIPMER

Name of the post: Data Entry Operator (DEO)

No. of post: One (Temporary)

Essential Qualifications:

(1) 12th Standard passed OR Intermediate qualification from a recognized Board;

AND

(2) Speed test of not less than 15000 depressions per hour through a computer based speed test

Desirable:

- i. Experience in research projects in data entry and record maintenance
- ii. Comfortable in reading different handwritings in handwritten English
- iii. Good working knowledge of MS Word, MS Excel, MS Powerpoint
- iv. Previous work experience with Data entry on REDCap or a willingness to learn the same
- v. Candidate who will be able to join on or before 01-10-2021

Nature of duties:

Creation of Data entry sheets on MS Excel OR Other data entry sheet

Data entry after reading patient case records handwritten by doctors

Data entry into REDCap data capture software

To maintain files of hard copies of the research data sheet to enable easy retrieval for review

Age limit: Upper age limit 25 years only.

(Age limit relaxable for SC/ST/OBC/women candidates as per government rules)

Salary: ₹ 17,000 per month (fixed)

Duration of the project: Twelve months



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Selection Process:

- (i) Candidates will have to apply as instructed under S.No. 7 & 8 of the **General Instructions & Conditions** section (below)
- (ii) Panel of candidates will be shortlisted, after screening the resume followed by interview (hybrid online or in person). Selected candidates will have to appear for skill test in-person before their recruitment.
- (iii) Candidates merit list will be put up and Wait-listed candidates will be called in case future vacancy arises in the project and as per requirement.

Interview: Interview details will be communicated to shortlisted candidates through return email. Hence valid email id and mobile number is compulsory for this purpose.

General Instructions & Conditions:

1. No Benefit of Provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the post is purely on contract basis.
2. Appointment is for a period of **twelve months** only.
3. The above post is purely on temporary/contractual basis, co-terminus of the project & the candidate will have no right to claim for permanent employment in the Institute or continuation of his or her services in any other project.
4. The candidates are advised not to bring any type of recommendations to influence their selection. Such candidates will be summarily rejected. Submission of false information during the selection process shall disqualify the candidature at any stage or found ineligible at the time of joining duty.
5. Decision of the Principal Investigator will be final.
6. No TA/DA will be paid to shortlisted candidates for attending the interview.
7. The applicants are requested to e-mail the scanned copy of their 2-page CV and scanned filled-in application form as per Annexure-1 as a single document to the email id drbalaji.jipmer@gmail.com **on or before 21st September, 2021 (Tuesday)**. Valid email id and



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mobile number is compulsory.

8. At the time of the interview / skill-test, before joining, they are required to bring the hard copies of their 2-page CV and filled-in application form as per Annexure-1, along with self-attested copies of testimonials with original certificates for verification:

- Certificate in support of age (Tenth equivalent/High School Certificate)
- Class 12th Standard OR Equivalent Marksheet from a recognized Board
- Valid certificate of typing speed within last 6 months
- Experience Certificate (if any)
- Caste certificate (if any)
- Any others (if applicable)

Timeline:

Last date for receiving applications by e-mail:	21st September, 2021 (Tuesday)
Date of Interview (Online / In-person):	23 rd September, 2021 (Thursday)
Date of Skill-Test & Verification of Original certificates for selected candidate(s):	28 th September, 2021 (Tuesday)
Date for joining the post (on or before):	1 st October, 2021 (Friday)

Address for Correspondence:

Dr Balaji Bharadwaj,
(Site Principal Investigator for the Project),
Additional Professor of Psychiatry,
JIPMER, Puducherry- 605 006.

E-mail: drbalaji.jipmer@gmail.com

Phone: +91-0413-2296282

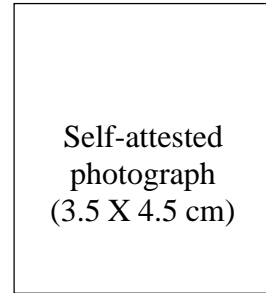


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ANNEXURE-I

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER)
(An Institution of National Importance Under the Ministry of Health, Government of India)
APPLICATION FORM

1. Full name (Capital Letter):
2. Name of Father/Husband:
3. Gender:
4. Date of birth:
5. Age as on Last date of application:
6. Marital status:
7. Address for correspondence:
8. Permanent address:
9. Contact no.:
10. Email:
11. Category: General/SC/ST/OBC (mark as applicable)
12. Educational qualification:



Qualification	Board/ University	Year of Passing	Subjects	% of marks/ CGPA
Xth Standard				
XII th Standard				

13. Previous Experience details (if any):



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Sl. No.	Post Name	Name of Organization	Duration of Work	Nature of Job

14. Name and contact details of two referees:

A.

B.

15. Check List : (Please tick as proof of enclosures)

All Certificates must be attested and be attached in the following order:

Certificate in support of age (Tenth equivalent/High School Certificate)
Tenth Standard Marksheet
Twelfth Standard Marksheet
Experience Certificate
Caste certificate (If any)
Any others (if applicable)

Declaration by the Applicant

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)