

**JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION AND
RESEARCH, PUDUCHERRY – 605006.**

DEPARTMENT OF NEPHROLOGY

Recruitment Notice:

Dated: 23-12-2023

Applications are invited by the HOD, Department of Nephrology, Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, from candidates for the following post for “Indian TraNslational GlomerulonephrItis BioLogY nEtwork (I-TANGIBLE)” study.

1. DATA ENTRY OPERATOR -01 POST

A. Qualification:

Essential

- A three/four-year bachelor’s degree in computer applications /B Tech
- Prior work experience with research projects
- Computer Skills with data entry of patient-level database

B. Age: Should be less than 35 years as on 31-12-2023

C. Remuneration: INR 15,500 (Consolidated)

D. Mode of Recruitment: Walk-in Interview.

Terms and conditions:

1. The tenure for the post is Twelve Months, which may be extended for the full project duration. This position will be purely on a temporary/contractual basis for the specified period and based on the project.
2. Applicants with research experience, good communication skills in Tamil and basic computer skills will be preferred.
3. The remuneration is consolidated; Benefits of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim, etc., are not applicable.
4. The appointment can be terminated at any time with one month’s notice without assigning any reason or if the competent authority considers the person's work unsatisfactory.

5. 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
6. The appointee shall be on a full-time appointment for this project and shall not accept any other assignment nor engage himself/herself, paid or otherwise, during the appointment period.
7. No TA/DA will be admissible to appear in the interview.
8. Only candidates who can join by **10-01-2024** need to apply, as the positions are to be filled urgently.
9. Since the posts are temporary, the incumbents selected will have no claim for regular appointments in JIPMER or continuation of his/her services in any other project.
10. Canvassing in any form will lead to disqualification.
11. Interested candidates are requested to send the application in the proforma attached. Application in any other format will be rejected. The applications are to be sent by on or before **01 Jan 2024, 5:00 pm** to jipmernephro@gmail.com. Late submission of application will be rejected.
12. Shortlisting will be done based on qualifications and experience. Shortlisted candidates will be informed by email/phone by **02 Jan 2024, 5:00 pm**. The shortlisted candidates SHOULD report to the Department of Nephrology at **9.00 am on 04-01-2024 with Documents/ Certificates for Verification.**
13. Shortlisted candidates shall be interviewed on **04-01-2024 at 2.30 pm, by the** Department of Nephrology.
14. No communication /correspondence will be entertained , apart from those mentioned under item no 11 and 12

Documents to be Brought for Interview:

1. Proof of date of birth
2. Proof of residence
3. Qualification and experience certificates
4. CV

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