



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

An Institute of National Importance under the Ministry of Health and Family Welfare, Govt. of India

Dhanwantri Nagar, Puducherry-6

[www.jipmer.edu.in](http://www.jipmer.edu.in)

Phone: 0413-2296019-20

Fax: 0413-2272067

**Department of Medical Oncology**

No.JIP/MEDONC/CANKIDS/2023

Date: 20.03.2023

**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 "**Social Worker**" on contract basis.

**No.of Posts**

1. Social Worker – 1 post

Selected candidates will be engaged on a contract basis in a project titled: **Cankids National Outreach Program**

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

**ALONG WITH FILLED APPLICATION FORM AS PER ATTACHMENT. (Applications not in the prescribed format application form will not be accepted)**

*Please mention the name of the post applied. Application form must be filled for the post 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\_SW\_CANKIDS\_application*"

**Last Date for sending applications and CV by email is 3<sup>rd</sup> April 2023 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 written test and interview.



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**Eligibility Criteria:**

**A. Essential :**

Masters in Social Work/Sociology/Psychology.  
2-3 years of work experience as social worker.

**B. Desirable:**

Ability to converse in Tamil language.  
Experience in patient care/counselling in oncology.

**C. Contractual Remuneration : 23,500/- (consolidated ) per month**

**D. Maximum Age Limit: 35 years**

**E. Evaluation criteria:** After evaluation of the application form, written test and interview will be conducted.

**Terms and Conditions:**

1. This position will be purely on temporary/contractual basis for a specific period of time and based on project. The engagement may be extended or curtailed at the discretion of the PI of the project.
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. *Application with CV alone without the prescribed form and attachments of certificates etc will be rejected.*
13. Interview for the post may be conducted through videoconferencing or in-person. 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.



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#### **PROJECT DESCRIPTION:**

**Cankids National Outreach Program** aims to deliver Cankids models for Change for Childhood Cancer in India and Holistic family Centered care to children with cancer and their families across the country. NOP strives to go "wider" and "deeper" to achieve the CK vision of global survival rates of 70-95% for childhood cancer in India, and to ensure quality of life for child cancer patients, families and survivors.

We aim to

1. to improve Survival Outcomes to global standards,
2. to provide quality of life to the child and family throughout the cancer journey and
3. to secure the Rights of the Health impaired child with cancer to health, education, her childhood, Pain free and palliative care as well as the Right to be heard.

**The Social worker is an essential and integral part of delivery of the programs and services in the Cankids Hospital Support Unit(CHSU) project. The social worker is provided to the treating teams to assist and facilitate social support services to patient families at the center.**

#### **ROLE DESCRIPTION:**

**Social Worker** – To manage the partnership between Cankids and the treating teams. To coordinate and supervise the social support team working at the Cankids Hospital Support Unit (CHSU). All regular reporting of the CHSU project to Cankids and the treating team. Flagging any issues/ emergencies/gaps in the CHSU project to the Cankids management and treating team.

Manage the overall patient relationship management system(vCAN) of Cankids where applicable. To manage the relation with other NGOs working in the CHSU and work in collaboration as required by the treating team.

This includes funding support through Cankids medical support program as per policy and SOP and facilitation through other trusts/ NGOs and government schemes. Form a bridge between the doctors and the patient family – to help manage the treatment plans, queries and treatment issues faced by the family.



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**KEY WORK AREAS:**

**A. Social Worker –**

1. Complete the initial documentation for registering the patients at the center.
2. Collecting and verifying all the required documents for admitting the new entrant/child.
3. Counsel the family about the treatment, costs and manage the facilitation of funds
4. Regularly consult with the doctor about the child's treatment and the estimate costs for clarification purposes.
5. Update the database as when a child is adopted or money raised for facilitation for his treatment.
6. To coordinate with the Cankids HQ medical team for patient support as required.
7. To work with the medical team for processing medical bills and vouchers.
8. In absence of the senior social worker to manage all the administrative work and supervision of the social support team in the unit.

**COMPETENCIES/ SKILL SET:**

1. Masters in Social Work or any social Science (sociology, psychology and education).
2. Good understanding of social issues.
3. Must be patient, resilient, and calm in a crisis, displaying a warm and empathetic disposition and a genuine desire to improve the quality of life of children.
4. Should be computer efficient.
5. Must be flexible, being able to adapt to new roles, tasks and situations, and have the ability to think and act on own initiative.



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**Application for the Post of Social Worker**

*For Cankids National Outreach Program Project*

*Print in A4m size paper and fill in with Block Letters with BLUE PEN*

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 28<sup>th</sup> February 2023): \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days

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

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

\_\_\_\_\_

PINCODE \_\_\_\_\_

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

\_\_\_\_\_

PINCODE \_\_\_\_\_

10. Mobile: \_\_\_\_\_

11. Email ID: \_\_\_\_\_

12. 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: \_\_\_\_\_

Affix your recent  
Passport size Photo

(Do not staple)



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**13. Language Proficiency**

Able to Read & Write	
Able to Converse only	

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

	Educational Qualification (from SSLC /Matriculation)	Board/University	Year of passing	% Marks	Subjects
1	Tenth Equivalent				
2	Higher Secondary				
3	Degree				
4	Post-graduation				
5	MBA (if any)				
	Other qualifications				
6					
7					
8					



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

	Employer	Designation	From (date)	To (date)	Duration (yrs/mos / days)	Nature of Work
1						
2						
3						
4						
5						
6						

**17. Please describe in less than 500 words about your experience in patient counselling and clinical care.**



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

\_\_\_\_\_

**19. Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous/ current work.**

(Please intimate your previous employer(s) that they may be receiving calls from us regarding this and obtain their permission)

**I accept enquiries 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

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

- i. **Proof of Indian nationality** (*copy of aadhaar /voter Id/ passport /driving license*)
- ii. **Certificate in support of age** (Tenth equivalent/High School Certificate)
- iii. **Degree/Diploma** .....
- iv. **Experience Certificate**.....
- v. **Any others (if any)**.....





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**Declaration by the Applicant**

*Application for the post of: Social Worker*

I, ----- wish to apply for the above post and 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)**