



Ref No: JIP-OG/ICMR/NRCIP/042023/01

09-04-2023

RECRUITMENT NOTICE

The following positions under the project titled “**National Registry on COVID-19 infection among pregnant women and their neonates**” funded by the Indian Council of Medical Research, Government of India, in the Dept. of Obstetrics and Gynaecology, JIPMER, needs to be filled purely on **temporary contractual basis** for a specified period of time and may be terminated earlier than expected. Interested candidates are requested to apply at the link: https://bit.ly/JIPMER_NRCIP by attaching the application form and CV **on or before 25/04/2023**. The selection of candidates for the post will be based on the selection committee's recommendations.

Name of the post	Project Junior Research Fellow, 01 post
Department	Department of Obstetrics and Gynaecology, JIPMER
Age Criteria	Upper age limit 30 years only
Emoluments/Duration	Rs. 31,000/- + Rs. 5580/- (18% HRA) = Rs. 36,580/- per month for 09 Months
Location	JIPMER, Puducherry
Job profile	<ol style="list-style-type: none">1. Collect information about patients admitted with covid in pregnancy and fill out the required proformas and take their consent2. To collect all the data from their records in case they missed during admission3. To follow up all the babies born of these mothers4. To contact the above-mentioned people after six weeks to get information as per the proforma either telephonically or by mail or when she visits the hospital at six weeks5. Executing finance and related administrative tasks of the project
Qualifications and Experience	Essential: <ol style="list-style-type: none">1. Masters in public health, social work, nursing in obstetrics and gynaecology or other relevant areas2. Good command of Tamil and English - Reading, speaking & writing, preferably typing Desirable: Experience working with medical records and quantitative research in a hospital
Skills	<ul style="list-style-type: none">• Important to know Tamil to converse with the patients• Good understanding of needs for project and job responsibilities• Computer skills, including proficiency in the use of Microsoft Office applications• Good organizational behaviour and problem-solving skills• Well-versed in recording and maintaining data• Ability to establish and maintain effective working relationships with participants, investigators and co-workers



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GOVERNMENT OF INDIA

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry

(An Institution of National importance under the Ministry of Health & Family welfare, Government of India)

Dhanvantri nagar, Pondicherry – 605006



Name of the post	Project Data Entry Operator, 01 post
Department	Department of Obstetrics and Gynaecology, JIPMER
Age Criteria	Upper age limit 28 years only
Emoluments/Duration	Rs. 18,000/- per month for 09 months
Location	JIPMER, Puducherry
Job profile	1. Assisting in research activities, including data entry 2. Collect data and maintain a database of the records.
Qualifications and Experience	Essential: 1. Bachelor's degree from a recognized university 2. Excellent knowledge of MS Office (MS Excel, Word, PowerPoint) Desirable: 1. Previous experience as DEO in research 2. Verbal and written communication skills in English and Tamil
Skills	<ul style="list-style-type: none">• Good organizational behaviour, problem-solving skills, recording and storage of data• Ability to establish and maintain effective working relationships with co-workers and investigators

NOTE:

1. Validity of the shortlist will be for twelve months from the publication date.
2. Qualification and experience should be in a relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, and other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
4. Upper age limit may be relaxed as per Govt. of India rules (five years for SC/ST and OBC candidates)
5. The posts are purely on a contract basis for an externally sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
6. Valid email id and mobile number are compulsory.
7. The decision of the selection committee 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. If the performance of the appointee is not found satisfactory by the investigator, the appointment can be terminated at any time without any notice.
12. The appointee may be relieved from the current job position with one-month prior notice; failing to do so may be held responsible for paying one month's salary.
13. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualifications.
14. Only shortlisted candidates will be called for a written test or interview, and their names will be posted on the JIPMER website after screening the applications.
15. Request for change in written test/ interview schedule will not be entertained.
16. The salary is a consolidated sum without any other benefits.



17. Incomplete applications will be summarily rejected without assigning any reasons thereof.
18. All results will be published on the JIPMER website, and all future communications will be only through email.
19. For any queries, contact - ogcovidproject@gmail.com

Approximate timeline for recruitment (subject to change)	
Application last date	25.04.2023
Link for applying	https://bit.ly/JIPMER_NRCIP
Shortlisting of candidates (on JIPMER website)	27.04.2023
Certificate Verification Written/ Interview Venue	02.05.2023 at 9.00 am 02.05.2023 at 10.00 am SIMS Theatre, Department of Obstetrics & Gynaecology, 2 nd Floor, WCH, JIPMER, Puducherry
Announcement of results	05.05.2023
Expected joining date	At the earliest