

Advertisement for Recruitment to Project Posts (on Contract)

Applications are invited from eligible candidates to work on the following post(s) on a contract basis in a research project funded by an external agency at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, as per the details below. Interested and eligible candidates may email the application form along with a two-page CV and a recent photograph to the mail id: **tsgjipmer@gmail.com**. Last date for receiving the filled application is **08.11.2025 (until 11.30 PM)**. Candidates will be shortlisted based on their CV. The shortlisted candidates will receive email confirmation, which will also include details and the date of the test and Walk-In Interview. Further details are mentioned below.

Below.

Name of post (number)	3 posts as follows	
Name of Post	Vacancies	Particulars
1. Staff Nurse	01	Eligibility, remuneration, roles & responsibilities for individual posts are described below.
2. Project Assistant	01	
3. Data Entry Operator -Grade B	01	
Likely duration	The total project duration is five years. (Initial appointment will be given for six months, with extension based on performance)	
Project title	"Novel and optimized de-intensified induction therapy in acute myeloid leukemia (NADIRx Study)"	
Funding Agency	DBT-Wellcome Trust India Alliance	
Project investigator (PI)	Dr. Smita Kayal	
PI's department	Medical Oncology	

1.1) Name of the Post: Staff Nurse**Number of Vacancies: 01**

Essential Qualification	B.Sc. Nursing from a recognized university
Desirable Qualifications and Experience	• Research/Clinical Experience in Oncology • Experience in cancer patient counseling, examination & Follow up. • Proficiency in local language (Speaking, reading, and writing) • Basic computer skills in MS Office, Excel, MS Word, Email. • Trained in GCP (Good Clinical Practice)
Salary	Rs.31,500/-
Age limit/years	Up to 35 years
Roles and responsibilities	a) Patient counseling, consent, and recruitment. b) Data collection, treatment administration, monitoring, and follow-up c) Sample collection for study-related parameters, quality control d) Assist in performing regular monitoring, SAE reporting, and follow-up of SAE. e) Assist in quality monitoring of clinical activities and clinical data f) Participate and assist in the conduct of training and education program g) Participate in community outreach programs h) Participate in all study-related activities and discharge other duties assigned by PI.

1.2) Name of the Post: Project Assistant**Number of Vacancies: 01**

Essential Qualification	• Three years Graduation degree in Nursing/ Sociology/ IT/Computer science/Commerce (Finance) + three years' experience in Clinical Research • or PG in the relevant subject/field
Desirable Qualifications and Experience	• Experience in Research methodology /implementation research. • Clinical/ Research experience in Oncology/ Cancer patient care • Trained in GCP & Ethics in the conduct of research with human subjects • Basic knowledge of research database, REDcap preferred, data handling, and audit • Basic computer skills in MS Office, Excel, MS Word, PPT, Email, and Video conferencing • Basic Knowledge / Experience in electronic project fund management, audits, and government purchase procedures • Good communication and coordination skills
Salary	Rs.31,000/-
Age limit/years	Up to 35 years
Roles and responsibilities	a) Counselling of patients, caregivers, obtaining informed consent for specific studies, and assisting in data collection b) Support in community outreach activities and preparation of SOP for engagement of community participants c) Coordination and conduct of training and education program d) Assist in the maintenance of project master files and documentation e) Assist in quality monitoring of clinical activities and study-related data f) Assist in periodic audits and preparation of regular monitoring reports g) Miscellaneous administrative work for the overall functioning of the project h) Participate in all study-related activities and discharge other duties assigned

1.3) Name of the Post: Data Entry Operator**Number of Vacancies: 01**

Essential Qualification	12 th pass or Equivalent in science stream from recognized board with 2 years of experience / graduate degree maybe considered as three years of experience.
Desirable Qualifications and Experience	▪ Bachelor's degree in computer application / IT / Computer science/ Electronic & Communication from a recognized institution/ university ▪ A speed test of not less than 15000 key depressions per hour through a speed test on a computer. ▪ Minimum three years of experience in data entry work ▪ Experience in handling clinical research data & patient-related data in Oncology or other clinical areas. ▪ Basic computer skills in MS Office, Excel, MS Word, Video Conference ▪ Knowledge of Computer Applications or Business Intelligence tools/Data Management ▪ Basic knowledge of statistics software
Salary	▪ Rs.18,000
Age limit/years	▪ Up to 35 years
Roles and responsibilities	a) Data entry, quality check, weekly/monthly data summary & project dashboard. b) Assist in the creation of an online database for specific studies in the project c) Assist in quality monitoring of all study-related data d) Assist in data cleaning, analysis, and troubleshooting in data entry e) Assist in the maintenance of project master files and documentation f) Assist in periodic audits and preparation of regular monitoring reports g) Miscellaneous office and administrative work related to the project. h) Participate in all study-related activities and discharge other duties assigned by PI.

Eligible and interested candidates may email the filled application form (attached), along with a CV and supporting documents (scanned in one PDF) to the **Email ID: tsgjipmer@gmail.com**

Enclosures: (to be attached along with the application form)

1. CV (filled in application form/ annexure 1)
2. Birth certificate / Proof of DOB
3. Valid Photo ID and Address proof
4. Community certificate (SC/ST/OBC) if applicable
5. Certificate(s) of Academic Qualifications
6. Experience Certificate (Work & Research)
7. Scientific Publications
8. Personal statement
9. Reference letters (one or two)

Notes:

1. **Applications not in the prescribed format will not be processed or accepted.**
 2. Please mention the name of the post applied for in the email subject line.
 3. The PDF file should be named as: "**Candidate name_Post-name_year_application**".
e.g. "**James_DEO_2025_application**".
 4. **The last date for sending complete applications by email up to 11.30 pm, 8th November 2025**
 5. For those wishing to apply for two or more different posts, a separate application form must be filled in for each post and scanned and sent with the necessary enclosures in separate emails.
- Applicants will be shortlisted based on the details furnished in the application, CV, and the documentary proof provided. The list of eligible candidates will also be displayed on the JIPMER website.

EVALUATION CRITERIA:

After the evaluation of the application form, the recruitment process will be as follows:

- a. **Written test** (areas/syllabus will be related to the disciplines and criteria described in the eligibility and on the expected roles & responsibilities)
- b. **Skill Test** (if applicable in the relevant discipline)
- c. **Interview** (areas/syllabus will be same as for written test)

The final selection will be based on CV, application, and written test/interview.

TERMS AND CONDITIONS:

1. This position is purely on contract basis for an externally sponsored project, and the person engaged will have no claim to any regular post in JIPMER at any time. Further, the position is only for the duration of the project and is based purely on external funding support for the project.
2. The engagement may be extended or curtailed at discretion of the Project Investigator.
3. Qualification and experience should be in a relevant discipline/field and in a reputed institution/organization. The experience should have been gained *after acquiring the essential qualification*.
4. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
5. **Valid email ID and mobile number are 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. Submission of wrong or false information at any stage during the process of selection or canvassing of any kind will lead to disqualification or even termination if detected after the person has been engaged.
8. Only shortlisted candidates will be called for a written test and/or interview. The decision of the Project Investigator will be final. If the number of applications is very large, more stringent criteria than those specified above may be used to determine eligibility.
9. No TA/DA will be paid for attending the interview.
10. Incomplete applications and applications that are not in the prescribed format and those that do not fulfill the essential criteria above are likely to be summarily rejected. Candidates may attach their CVs with the application form. *However, applications with CV alone and without the prescribed form and certificates will be rejected.*

Interviews for the post will be conducted in person. The date and time of the interview will be notified one week in advance.

Dr. Smita Kayal
Principal Investigator
Additional Professor & Head, Department of Medical Oncology,
JIPMER, Puducherry – 605006


24/10/2025