

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH
DEPARTMENT OF MEDICAL ONCOLOGY
(ICMR supported Extramural Project)**

REC-02: Advertisement Format

Advt. No: JIP/MEDONCO/ICMR/2024/03

Date: 13/08/2024

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: **carmedonco@gmail.com**. Last date for receiving the filled application is **25.08.2024 (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.

Name of post (number)	as follows		
Name of Post	Vacancies	Particulars	
1. Project Research Scientist I (Medical)	01	Eligibility, remuneration, roles & responsibilities for individual posts are described below.	
2. Project Research Scientist II (Non-Medical)	01		
3. Project Research Scientist I (Non-Medical)	03		
4. Senior Project Assistant (Account)	01		
5. Project Technical Support III	04		
6. Project Nurse III	02		
7. Data Entry Operator (DEO)	02		
8. Office helper	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	Centre for Advanced Research (CAR) to Promote Translational Studies of Regionally Relevant Unmet Oncologic Needs in Haematological Malignancies with emphasis on High-risk and Relapsed/Refractory Acute Lymphoblastic Leukaemia (ALL)		
Funding Agency	ICMR (Indian Council of Medical Research)		
Project investigator (PI)	Dr. Smita Kayal		
PI's department	Medical Oncology		

1) Post Details

a) Name of the Post: **Project Research Scientist – I (Medical) [Clinical Coordination]**

b) Number of Vacancies: 01

Essential Qualification	MBBS/MVSc/BDS with 2 years' experience or postgraduate degree in any medical discipline
Desirable Qualifications and Experience	<ul style="list-style-type: none">▪ Good level of working knowledge of research database, REDCap, Statistical Software▪ Research/Clinical experience in Oncology or other disciplines.▪ Trained in GCP & Ethics in the conduct of research with human subjects.▪ Experience in the training of healthcare staff/ preparation of training materials.▪ Proficiency in local language (speaking, and reading)▪ Excellent Computer skills in MS Office, Excel, MS Word, PPT, Email video conferencing, and cloud storage.▪ Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals as first or last author.▪ Literature review using references manager, Zotero/Endnote, data handling, analysis, interpretation, and report writing.
Salary	Rs.67,000 +18% HRA (Rs.12,060) @ = Rs.79,060 per month (5% Salary increase in 3 rd year and 5 th year)
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none">a) Overall conduct, coordination & and supervision of all research activities under the projectb) Supervise and conduct clinical studies and research database management, protocol writing, and regulatory approvals.c) Maintenance of project master files and documentationd) Coordination with the study team for the proper functioning of the studye) Communication/Coordination with all investigators & research staff and other participating centres.f) Communicate with ICMR/IEC/ Other research monitoring committees for protocol amendment and annual reports.g) Ensure implementation of policies & practices, create reports, maintain records, and assist in drafting proposals.h) Preparation of training module for staff & conduct training programsi) Develop reporting procedures & generate monthly reports on study progress.j) Perform regular monitoring, SAE reporting, and follow-up of SAE.k) Supervise research database management and quality control of research data.l) Maintain all documents & records related to the study, conduct periodic audits, and prepare annual reports.m) Research data analysis, writing reports, and manuscripts.n) Other work assigned by study PI

2) Post Details

a) Name of the Post: **Project Research Scientist – II (Non -Medical) [Lab coordination]**

b) Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ First class post graduate degree, including the integrated PG degrees, with three years' experience or PhD ▪ Second class post graduate degree, including the integrated PG degrees with PhD and three Years of Experience ▪ Disciplines: Molecular Biology, Cancer Biology, Biotechnology, Pharmacology, Pathology, Life Sciences (related to health sciences)
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Research/Clinical experience in Oncology/ Cancer biology. ▪ Experience in working/managing biorepository for human samples ▪ Experience in LIMS or other biobanking tools/software ▪ Experience/ expertise in basic laboratory skills, including flow cytometry, QPCR, ELISA, LCMS/GCMS, Cell culture, and others ▪ Experience in the training of laboratory staff/ preparation of training materials. ▪ Excellent Computer skills in MS Office, Excel, MS Word, PPT, Email video conferencing, and cloud storage. ▪ Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals. ▪ Literature review using references manager, data handling, analysis, interpretation, and report writing. ▪ Good working knowledge of research databases, Statistical Software ▪ Trained in GCP, GLP & Ethics in the conduct of research with human subjects.
Salary	Rs.67,000 +18% HRA (Rs.12,060) @ = Rs.79,060 per month (5% Salary increase in 3" year and 5" year)
Age limit/years	Up to 40 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Overall supervision of Laboratory research work related to the project b) Harmonization of Lab SOPs for biospecimen collection, storage, complete log, quality check, and usage, along with well-annotated clinical data c) Management of Leukemia Biorepository d) Harmonization of SOPs for all laboratory experiments e) Preparation of training module & conduct training programs for laboratory technical staff f) Equipment purchases and maintenance g) Maintain lab inventory and laboratory supplies h) Maintenance of project master files and documentation i) Coordination with the study team for the proper functioning of the study j) Communication/Coordination with all investigators & research staff and other participating centers. k) Communicate with ICMR/IEC/ Other research committees for protocol amendment and annual reports. l) Ensure implementation of policies & practices, maintain records, create reports, and assist in drafting proposals m) Develop reporting procedures & generate monthly reports on lab activities and study progress n) Maintain all documents & records related to the study, conduct periodic audits, and prepare annual reports. o) Research data analysis, writing reports, and manuscripts. p) Other work assigned by study PI

3) Post Details: Project Research Scientist -I (Non-Medical)

3.1) Name of the Post: Project Research Scientist – I (Non-medical) – (LAB)

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ First/Second class postgraduate degree, including the integrated PG degrees or PhD, with one year experience ▪ Disciplines: Molecular Biology, Cancer Biology, Biotechnology, Pharmacology, Pathology, Life Sciences (related to health sciences)
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Research experience in Oncology/ Cancer biology. ▪ Expertise in basic laboratory skills and instrumentation ▪ Proficiency in Flow cytometry, QPCR, Cell culture, Cytogenetics, FISH tools & techniques, Genomics & NGS, bioinformatics basic analysis pipeline ▪ Experience in working for biorepositories for human samples ▪ Experience in the training of laboratory staff/ preparation of training materials. ▪ Basic Computer skills in MS Office, Excel, MS Word, PPT, Email video conferencing, and cloud storage. ▪ Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals as first or last author. ▪ Literature review using references manager, data handling, analysis, interpretation, and report writing. ▪ Basic knowledge of research databases, Statistical Software ▪ Trained in GCP, GLP & Ethics in the conduct of research with human subjects
Salary	Rs.56,000/-p.m +18% HRA (Rs.10,080) @ = Rs.66,080/-per month (5% Salary increase in 3 rd year and 5 th year)
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Conduct, coordination, and supervision of laboratory work related to Immunology (flow cytometry), genomics, cell culture, and other lab experiments under the project b) Assist in the management of Leukemia Biorepository c) Harmonization of SOPs for Immunology (flow cytometry), genomics, cell culture, and other lab experiments d) Preparation of training module & conduct training programs for laboratory technical staff e) Assist in equipment purchases and maintenance f) Maintain lab inventory and laboratory supplies g) Coordination with the study team for the proper functioning of the study h) Ensure implementation of policies & practices, maintain records, create reports, and assist in drafting proposals i) Develop reporting procedures & generate monthly reports on lab activities and study progress j) Maintain all documents & records related to the study, conduct periodic audits and quality checks, and assist in preparing annual reports. k) Research data analysis, writing reports, and manuscripts. l) Other work assigned by study PI

3.2) Name of the Post: Project Research Scientist – I (Non-Medical)-(LAB)

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ First/Second class postgraduate degree, including the integrated PG degrees or PhD, with one year experience ▪ Disciplines: Molecular Biology, Cancer Biology, Biotechnology, Pharmacology, Pathology, Life Sciences (related to health sciences)
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Research experience in Oncology/ Cancer biology. ▪ Expertise in basic laboratory skills and instrumentation ▪ Proficiency in Metabolomic experiments on LCMS/ GCMS, Proteomic assays/experiments, genomic & NGS experiments/assays, bioinformatics basic analysis pipeline ▪ Experience in working for biorepositories for human samples ▪ Experience in the training of laboratory staff/ preparation of training materials. ▪ Excellent Computer skills in MS Office, Excel, MS Word, PPT, Email video conferencing, and cloud storage. ▪ Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals. ▪ Literature review using references manager, data handling, analysis, interpretation, and report writing. ▪ Good Working knowledge of research databases, Statistical Software ▪ Trained in GCP & Ethics in the conduct of research with human subjects
Salary	Rs.56,000/-p.m +18% HRA (Rs.10,080) @ = Rs.66,080/-per month (5% Salary increase in 3 rd year and 5 th year)
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Conduct, coordination, and supervision of laboratory work related to metabolomic experiments on LCMS/GCMS, proteomic assays, and other lab experiments under the project b) Assist in the management of Leukemia Biorepository c) Harmonization of SOPs for metabolomic experiments on LCMS/GCMS, proteomic assays, and other lab experiments d) Preparation of training module & conduct training programs for laboratory technical staff e) Assist in equipment purchases and maintenance f) Maintain lab inventory and laboratory supplies g) Coordination with the study team for the proper functioning of the study h) Ensure implementation of policies & practices, maintain records, create reports, and assist in drafting proposals i) Develop reporting procedures & generate monthly reports on lab activities and study progress j) Maintain all documents & records related to the study, conduct periodic audits and quality checks, and assist in preparing annual reports. k) Research data analysis, writing reports, and manuscripts. l) Other work assigned by study PI

3.3) Name of the Post: Project Research Scientist – I (Non-medical) –(Biostatistics)

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ First/Second class postgraduate degree, including the integrated PG degrees or PhD, with one year experience ▪ Disciplines: Biostatistics/ Statistics
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Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Research experience in oncology database and biostatistical analysis of medical/clinical data, survival data, genomic data, multi-omics data. ▪ Experience in bioinformatics analysis of multi-omics data ▪ Experience in research database creation, working with REDCap ▪ Programming skills in SAS/R or related programming language ▪ Experience in machine learning and AI tools & techniques ▪ Experience in advanced statistical and modeling techniques ▪ Good communication skills: scientific writing as evidenced by publications in peer-reviewed scientific journals. ▪ Literature review using references manager, data interpretation, and report writing
Salary	Rs.56,000/-p.m +18% HRA (Rs.10,080) @ = Rs.66,080/-per month (5% Salary increase in 3 rd year and 5 th year)
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Overall data management, monitoring, quality check, and data analysis b) Research database creation, regular monitoring for data quality c) Training of project staff in database use & troubleshooting d) Conduct periodic audits, prepare monthly summary & study dashboard e) Assist in the preparation of the annual report f) Data analysis, interpretation, reporting, and manuscript writing. g) Participate in all study-related activities and discharge other duties assigned by PI.

4) Post Details

a) Name of the Post: **Senior Project Assistant- (Finance /Accounts management)**

b) Number of Vacancies: 01

Essential Qualification	M.com/MBA (Finance)/CMA (inter) CA (inter) graduate with 3 years' experience in administration/finance and accounts work
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Knowledge of Government rules & regulations and working knowledge in a computerized environment ▪ Experience in electronic project fund management, audits, and annual UC/SOE preparation ▪ Experience in government purchase procedures and bill processing. ▪ Skills in MS Office, Excel, MS Word, and Cloud storage.
Salary	Rs. 30,600/- fixed
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Overall management of project funding, purchases, salary, account statements, periodic reports, and audits. b) Processing of monthly salary for project staff. c) Preparing procurement /tender/ bid documents and placing supply orders d) Requesting cash advance, submission of bills, initiating payment to companies e) Preparation of UC/SOE for the project along with Research Officer. f) Preparing a budget for upcoming projects. g) Coordinating with JIPMER Accounts Section/Finance wing as and when required. h) Other work assigned by study PI

5) Post Details: **Project Technical support-III**

5.1) Name of the Post: **Project Technical support-III – (LAB/ Biobanking & Flow work)**

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ Three years Graduation degree in relevant subject/field + three years' experience, Or PG in the relevant subject/field ▪ Disciplines: Molecular Biology, Cancer Biology, Biotechnology, Pharmacology, Pathology, Life Sciences (related to health sciences), MLT
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Experience in phlebotomy/blood collection from patients. ▪ Experience in sample processing, log, and storage for biobanking ▪ Experience in common pathology & biochemical lab techniques ▪ Experience in histopathology, immunohistopathology tools & techniques. ▪ Experience in flow cytometry, cytogenetics tools & techniques. ▪ Basic Computer skills in MS Office, Excel, MS Word, PPT, Email ▪ Basic knowledge of research database, clinical & laboratory data entry ▪ Knowledge of laboratory quality control procedures & relevant legal standards ▪ Good communication skills and proficiency in working as a team member ▪ Good working knowledge of GCP & GLP
Salary	Rs.28,000/- +18% HRA(Rs.5,040) =33,040/-
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Overall coordination and conduct of lab work and data management related to leukemia biorepository b) Prepare SOP for sample collection, processing, storage, and various lab assays c) Designing and executing laboratory testing according to study protocol and standard procedures, mainly for flow cytometry, FISH, cytogenetics experiments d) Management of database in LIMS and other related fields with biorepository. e) Analyze laboratory data and prepare reports for study/ protocol management. f) Maintenance of log of all lab activities and data repository for lab reports g) Assist in equipment purchases and maintenance h) Assist in maintaining lab inventory and laboratory supplies i) Periodic audit of lab activities and reports j) Miscellaneous administrative work for the overall functioning of the project k) Participate in all study-related activities & discharge other duties assigned by PI.

5.2) Name of the Post: **Project Technical support-III – (LAB/ Metabolomic work)**

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ Three years Graduation degree in relevant subject/field + three years' experience, Or PG in the relevant subject/field ▪ Disciplines: Molecular Biology, Cancer Biology, Biotechnology, Pharmacology, Pathology, Life Sciences (related to health sciences), MLT
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Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Experience in phlebotomy/blood collection from patients. ▪ Experience in sample processing, log, and storage for biobanking ▪ Experience in common pathology & biochemical lab techniques ▪ Experience in LCMS/GCMS tools & techniques, HPLC experiments, ELISA assays. ▪ Basic Computer skills in MS Office, Excel, MS Word, PPT, Email ▪ Basic knowledge of research database, clinical & laboratory data entry ▪ Knowledge of laboratory quality control procedures & relevant legal standards ▪ Good communication skills and proficiency in working as a team member
Salary	Rs.28,000/- +18% HRA(Rs.5,040) =33,040/-
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Overall coordination and conduct of experiments in Metabolomics, Proteomics, and Immunology related lab work b) Assist in Preparing SOP for sample collection, processing, storage, and various lab assays c) Assist in Designing and executing laboratory testing according to study protocol and standard procedures, mainly for LCMS/GCMS, HPLC, ELISA, and other experiments d) Analyze laboratory data and prepare reports for study/ protocol management. e) Maintenance of log of all lab activities and data repository for lab reports f) Assist in equipment purchases and maintenance g) Assist in maintaining lab inventory and laboratory supplies h) Periodic audit of lab activities and reports i) Miscellaneous administrative work for the overall functioning of the project j) Participate in all study-related activities & discharge other duties assigned by PI.

5.3) Name of the Post: **Project Technical support-III – (LAB/ Genomic Work)**

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ Three years Graduation degree in relevant subject/field + three years' experience, Or PG in the relevant subject/field ▪ Disciplines: Molecular Biology, Cancer Biology, Biotechnology, Pharmacology, Pathology, Life Sciences (related to health sciences), MLT
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ Experience in phlebotomy/blood collection from patients. ▪ Experience in sample processing, log, and storage for biobanking ▪ Experience in common pathology & biochemical lab techniques ▪ Knowledge of laboratory quality control procedures & relevant legal standards ▪ Experience in molecular biology experiments, including nucleic acid extraction from blood/tissue, PCR qualitative and quantitative assays, and interpretation of results. ▪ Basic Computer skills in MS Office, Excel, MS Word, PPT, Email ▪ Basic knowledge of research database, clinical & laboratory data entry ▪ Good communication skills and proficiency in working as a team member ▪ Good working knowledge of GCP & GLP
Salary	Rs.28,000/- +18% HRA(Rs.5,040) =33,040/-
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> a) Overall coordination and conduct of experiments in Genomics, microbiome, and molecular biology-related lab work

	<ul style="list-style-type: none"> b) Prepare SOP for sample collection, processing, QC, storage, and various lab assays c) Designing and executing laboratory testing according to study protocol and standard procedures, mainly for genomic (DNA-based), transcriptomic (RNA-based), microbiome studies, and other experiments d) Assist in analysis laboratory data and prepare reports for study/ protocol management. e) Maintenance of log of all lab activities and data repository for lab reports f) Assist in equipment purchases and maintenance g) Assist in maintaining lab inventory and laboratory supplies h) Periodic audit of lab activities and reports i) Miscellaneous administrative work for the overall functioning of the project j) Participate in all study-related activities & discharge other duties assigned by PI.
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5.4) Name of the Post: Project Technical support-III – (MSW/Research Assistant)

Number of Vacancies: 01

Essential Qualification	<ul style="list-style-type: none"> ▪ Three years Graduation degree in relevant subject/field + three years' experience or PG in the relevant subject/field ▪ Disciplines: Social work/ Sociology/ Psycho-Oncology/Pharmacology/Nutrition & dietetics, other related subject
Desirable Qualifications and Experience	<ul style="list-style-type: none"> • Clinical/ Research experience in Oncology/Psycho-oncology/Community Health • Experience in patient counseling, caregiver counseling, informed consent process • Basic knowledge of research methodology & data handling. • Proficiency in the local language (speaking, reading, and writing) • Basic computer skills in MS Office, Excel, MS word, Video Conferencing • Good communication and coordination skills • Trained in GCP & Ethics in the conduct of research with human subjects
Salary	Rs.28,000/- +18% HRA(Rs.5,040) =33,040/-
Age limit/years	Up to 35 years
Roles and responsibilities	<ul style="list-style-type: none"> 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 by PI

6) Post Details

a) Name of the Post: Project Nurse – III

b) Number of Vacancies: 02

Essential Qualification	<ul style="list-style-type: none"> ▪ B.Sc. Nursing from a recognized university
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ 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, and Email. ▪ Basic knowledge of research methodology ▪ Trained in GCP (Good Clinical Practice)
Salary	Rs.28,000/- +18% HRA(Rs.5,040) =33,040/- p.m (5% Salary increase in 3 rd year and 5 th year)
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> 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.

7) Post Details

a. **Name of the Post: Data Entry Operator**

b. **Number of Vacancies: 02**

Essential Qualification	<ul style="list-style-type: none"> ▪ Bachelor's degree in computer application / IT / Computer science/ Electronic & Communication from a recognized institution/ university
Desirable Qualifications and Experience	<ul style="list-style-type: none"> ▪ A speed test of not less than 15000 key depressions per hour through a speed test on a computer. ▪ Minimum three years 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.29,200
Age limit/years	Up to 35 years
Roles and responsibilities	<ol style="list-style-type: none"> 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.

8) Post Details

a. **Name of the Post: Office Helper**

b. **Number of Vacancies: 01**

Essential Qualification	12 th pass or equivalent from a recognized board
Desirable Qualifications and Experience	<ul style="list-style-type: none">▪ Basic Computer skills in MS Office, Excel, MS Word, PPT, Email▪ Good communication skills and proficiency in working as a team member
Salary	Rs.26,800
Age limit/years	Up to 25 years
Roles and responsibilities	<ul style="list-style-type: none">a) Carry out miscellaneous office and administrative work related to the project.b) Assist in the conduct of community outreach activities and fieldworkc) Assist in the maintenance of project master files and documentationd) 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: carmedonco@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_2023_application”***.
4. ***The last date for sending complete applications by email up to 11.30 pm, 25th August 2024***
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. 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 may be conducted in person or via videoconferencing at the discretion of the Principal Investigator. In the latter case, it will be the individual candidate's responsibility to ensure access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities and an adequate internet connection. The date and time of the interview will be notified one week in advance.



Dr. SMITA KAYAL, M.D., D.M.,
Reg. No. 16095
Additional Professor & HOD
Department of Medical Oncology
JIPMER, Puducherry.

Dr. Smita Kayal

Principal Investigator

Additional Professor & Head, Department of Medical Oncology, JIPMER, Puducherry – 605006



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

REC-03: Application Format

Advt No: JIP/MEDONCO/ICMR/2024/03

APPLICATION FOR THE POST OF (NAME OF THE POST)

For the Project: "Centre for Advanced Research (CAR) to promote Translational Studies of Regionally Relevant Unmet Needs in Hematological Malignancies with emphasis on High-risk and Relapsed/Refractory Acute Lymphoblastic Leukemia (ALL)"

Print in A4 size paper and fill in with Block Letters with BLUE PEN

Applicant's name		Affix your recent passport size photo (Do not staple)
Father's name		
Date of birth dd/mm/yyyy)		
Age on last dates for application	____y, ____mo, ____d	
Sex (male/female/other)		
Married/unmarried		
Nationality		
Religion		
Whether SC/ST/OBC		(please attach proof)
Communication address (including PIN)		
Mobile number		
Email ID		

Have you ever been convicted by a court of law or is any criminal case / disciplinary action/vigilance enquiry pending against you? If yes, provide/attach details.		
Language proficiency	Converse	
	Read	
	Write	



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

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

Qualifications (from SSLC/Matriculation onwards)	Board/University	Year of Passing	% Marks	Subjects
1 Tenth or equivalent				
2 Higher Secondary				
3				
4				
5				

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 duties
1						
2						
3						
4						
5						
6						

A. Please describe your experience in up to 500 words



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

B. Fields of Research Experience / Paper submission in national level conference or publications (if any) :

C. Any other relevant information:

Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous/ current work. (Please inform and the persons you list below that they may be receiving calls from us regarding this position, and obtain their permission to mention their names)

I accept enquires 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

Check List: (Please tick against those enclosed)

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

Proof of Identity (Copy of Aadhaar card/ Voter ID / Passport /Driving License)	
Certificate in support of age (Tenth equivalent / High School Certificate)	



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

Degrees/Diplomas	
Experience certificates	
Any others (if relevant; specify)	

DECLARATION BY THE APPLICANT

Application for the post of: (NAME OF THE POST)

I, _____, wish to apply for the above contract post in an extramural research project, and hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found false, incorrect or ineligible and detected before or after the selection process, my candidature or employment will be terminated. Further, I declare that I have gone through the terms and conditions of the appointment. I will abide by the same and I understand that through applying, qualifying or engagement on this position, I will have no claim against any regular position at JIPMER.

Place:

Date:

(Signature of the Applicant)

NAME (in block letters):