



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH, PUDUCHERRY – 605006

(An Institution of National Importance under Ministry of Health & Family Welfare,
Government of India)

Department of Pharmacology

Applications Invited

Applications are invited for the contractual post of Data Entry Operator for the Indian Council of Medical Research funded project titled “**Rational use of drugs**”.

Name of Post	Data Entry Operator
Number of Posts	One
Essential Qualification	1. Bachelor degree with excellent knowledge of MS Office (MS Excel, Word, and PowerPoint) and prior experience in data entry is essential.
Desirable qualification	1. One year previous experience in research related to medical sciences in reputed Institute as data entry operator. 2. Effective listening skills, and excellent verbal and written communications skills in English and Tamil.
Age limit	Not exceeding 32 years.
Emoluments	Rs.18,000/- p.m
Application fee	Nil
Job Description	The position is purely temporary and renewable depending on the funding for the project • Assisting in research activities relating to the project including data entry. • Any other duty assigned by the PI from time to time • Executing finance and administrative related tasks of project.
Duration	The appointment will be on temporary basis for a period of one month (subject to extension later)

Application filling and submission details

Interested candidates can download the application form from JIPMER, Puducherry website, paste your recent passport size photo and affix signature, send the duly filled application form along with the necessary enclosures via post at the given address on or before 01.07.2022. The envelope should be labelled as “Application for the Post of Data Entry Operator in ICMR funded extramural project” and should send the soft copy of the application to the mail id: rumcjipmer@gmail.com on or before 01/07/2022.

Eligible candidates only will be called for written test and interview. Date and time will be intimated to eligible candidates through e-mail address provided in the application form and they will be asked to mail the soft copy of the documents in support of their age, educational/professional qualification, experience, caste etc. Short listed candidates should appear for the written test and interview at the specified date and time.

Selection procedure:

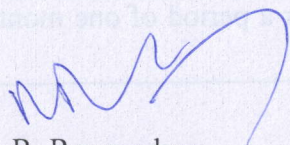
Written test and interview of the eligible candidates will be conducted offline. Based on marks the first rank candidate will be selected for the post.

Only those applicants who have submitted their application before last date will be allowed for the interview. Please note that no complaints will be entertained if the candidate misses the date for the interview. **NO SEPARATE CALL LETTERS WILL BE SENT TO APPLICANTS IN ANY FORM.**

No TA/DA will be paid to the candidate for appearing in the interview.

General Instruction:

1. These are contractual posts and as such they will not have any claim whatsoever for regularization in the ICMR, JIPMER and any other Government organization.
2. The mere fulfilment of requisite essential qualification/experience does not guarantee selection.
3. During the project tenure as well as on its termination, the ICMR and/or the JIPMER will have no legal liabilities relating of staff.
4. Performance will be assessed on a regular basis/frequent intervals.
5. Contract can be terminated at any time based on the performance of the staff.
6. In case of resignation by the candidate, the candidate can leave the job by giving one month's notice or one month's salary in lieu of the same.
7. No TA/DA will be paid neither for appearing in the interview nor for joining the assignment.



Dr. R. Raveendran
Principal Investigator, ICMR – RUMC Project
Professor (Sr. Scale)
Department of Pharmacology
JIPMER, Puducherry.

**Professor (Sr.Scale)
Dept. of Pharmacology
JIPMER, PUDUCHERRY-6.**