



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH
(An Institution of National Importance, Under Ministry of Health & Family Welfare, Government of India)
Dhanvantari Nagar, Puducherry – 6.

REGIONAL CANCER CENTRE

HOSPITAL BASED CANCER REGISTRY & PATTERNS OF CARE AND SURVIVAL STUDIES

Website: www.jipmer.edu.in
E-Mail: officehbcrrjipmer@gmail.com

Phone: 0413-2296420
Mobile: 9655506997



Date: 17-06-2022

HOSPITAL BASED CANCER REGISTRY **REGIONAL CANCER CENTRE**

Applications are invited for **Data Entry Operator (Gr. A) (1 Nos.)** on Contract Basis for the Project of “**Hospital Based Cancer Registry & Patterns of Care and Survival Studies**” Regional Cancer Centre, JIPMER, Puducherry – 6.

Post: Data Entry Operator (Gr. A)

The job is time bound for a period of 1 year (likely to continue beyond 1 year depending on satisfactory performance).

The following are the criteria for the candidates: -

Sl. No.	Name of the Post	Age Limit	No. of Post	Consolidated pay per month	Essential Qualifications	Desirable Qualifications
1.	Data Entry Operator (Gr. A)	Not exceeding 28 years	01 (One) (Unreserved)	Rs. 17,000/- (per month)	<ul style="list-style-type: none">• Three-year graduate degree from a recognized university (with good command over spoken and written grammatical English) with knowledge of data entry work.• Speed of 8000 key depressions per hour through speed test on computer.	<ul style="list-style-type: none">• 3 years of experience in Health or Hospital-based projects.• Expert knowledge in handling MS Office, other Statistical tools and use of Software Programmes will be an added qualification.• Qualification in typewriting (Lower/Higher), maintenance of accounts, cashbook ledgers will be a major advantage.

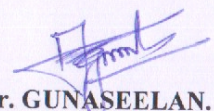
GENERAL INSTRUCTIONS & CONDITIONS:

- No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the post is purely on contract basis.
- The total duration of appointment in the project is maximum **ONE YEAR (01 year)**.
- The above post is filled purely on contract basis, co- terminus of the project & the candidate will have no right to claim for permanent employment in the Institute or under NCDIR/NCRP/ICMR or continuation of his/her services in any other project.
- The candidate will be selected **based on the merit in Written exam and Skill Test**. No TA/DA will be paid for attending the exam/interview.
- The candidates are advised not to bring any political or other recommendations to influence their selection. Such candidates will be summarily rejected.
- Interested and eligible Candidates may submit their application in the prescribed format (appended) along with the attested copies of the following testimonials:
 - i. **Age proof Certificate (10th/12th Mark sheet/Birth Certificate).**
 - ii. **SSLC/10th Mark sheet, HSC/12th Mark sheet and Degree /Provisional certificate.**
 - iii. **Experience certificate (if any).**
 - iv. **“No objection Certificate” from the present employer if necessary.**
- The applications should reach to the below address **on or before 1st July 2022 till 5 pm by Registered post only**. Applications received beyond the prescribed date will be summarily rejected.
- All future correspondence will be sent **via E-Mail only**. Hence, all are requested to provide valid / correct email id(s) without fail.

The envelope should be labelled as "**Application for the post of Data Entry Operator (Gr. A)** for the Project "**Hospital Based Cancer Registry & Patterns of Care and Survival Studies**". Only shortlisted candidates will be called for written test/skill test. **Date and venue of exam and skill test will be intimated through e-mail only.**

Postal Address:

Dr. Gunaseelan. K
Principal Investigator
Professor and Head
Hospital Based Cancer Registry Patterns of Care and Survival Studies
Department of Radiation Oncology, Regional Cancer Centre,
JIPMER, Puducherry – 605 006.


Dr. GUNASEELAN. K
Principal Investigator
HBCR & POCSS
RCC, JIPMER
Dr. GUNASEELAN. K
PRINCIPAL INVESTIGATOR
HBCR & POCSS
RCC, JIPMER