



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH
(JIPMER)**

Dhanvantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

REC-02: Advertisement Format

Advt. No. JIP/PSM/SLIM/06-01

Date:27/06/2025

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/Karaikal, as per the details below.

Name of post (number)	Study Nurse (1)
Likely duration	6 months (may be extended for another 6 months)
Consolidated remuneration	Rs 30,816 per month (no other allowances are payable)
Project title	Systematically Looking for Infection in the Malnourished
Funding Agency	Center for AIDS Research (CFAR)
PI's department	Department of PSM, JIPMER, Puducherry

Nature of work/responsibilities and expectations

- Enrollment of patients along with MSW in the field.
- Maintenance of Consent forms and CRFs.
- Sample collection, transport and proper handing over to lab.
- Having a check on Field material supplies.
- Chest X-ray: coordination with readers.
- Calling DMC, if MSW is not available.

Eligibility criteria (Qualifications and experience)

A. Essential:

- BSc Nursing with minimum 5 years of experience with any state nursing council registration
- Experience in sample collection and clinical examination

B. Desirable:

Proficiency in speaking, writing and reading Tamil and English.

Expertise in working with NTEP programmes

C. Maximum Age Limit: 40 years (as on last date of receipt of applications)

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

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 **5.00 pm** on **03.07.2025**
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.



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EVALUATION CRITERIA:

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

- a. **Written test:** *Ethical guidelines in health research, documentation, National TB Elimination Program guidelines, basic concept related to nursing practices, data collection tools and data management*
- b. **Skill Test:** *Case-based scenarios*
- c. **Interview:** *Ethical guidelines in health research, documentation, National TB Elimination Program guidelines, basic concept related to nursing practices, case-based scenarios, data collection tools and data management*

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 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 not fulfilling 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.

Date and time of interview will be notified one week in advance.



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Name of post (number)	Social Worker (1)
Likely duration	6 months (may be extended for another 6 months)
Consolidated remuneration	Rs 30,816 per month (no other allowances are payable)
Project title	Systematically Looking for Infection in the Malnourished
Funding Agency	Center for AIDS Research (CFAR)
PI's department	Department of PSM, JIPMER, Puducherry

Nature of work/responsibilities and expectations

- Consenting and enrolment of participants.
- Co-ordinating with junior nurse for sample collection.
- Filling CRF.
- Query management.
- Chest X-ray: coordination with readers.
- Other project related duties that arise from time to time.

Eligibility criteria (Qualifications and experience)

A. Essential:

- 3 years graduate degree in social work/sociology + five years related experience or PG in social work/sociology, minimum one year experience in research preferably in Tuberculosis
- Proficiency in speaking, writing and reading Tamil and English.

B. Desirable:

- Expertise in working with NTEP programme.

C. Maximum Age Limit: 35 years (as on last date of receipt of applications)

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EVALUATION CRITERIA:

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

- a. **Written test:** *Ethical guidelines in health research, documentation, National TB Elimination Program guidelines, basic concept related to social work, data collection tools and data management*
- b. **Skill Test:** *Case-based scenarios*
- c. **Interview:** *Ethical guidelines in health research, documentation, National TB Elimination Program guidelines, basic concept related to social work, data collection tools and data management*

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 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.
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Name of post (number)	Study Coordinator (1)
Likely duration	6 months (may be extended for another 6 months)
Consolidated remuneration	Rs 34,000 per month (no other allowances are payable)
Project title	Systematically Looking for Infection in the Malnourished
Funding Agency	Center for AIDS Research (CFAR)
PI's department	Department of PSM, JIPMER, Puducherry

Nature of work/responsibilities and expectations

- Overall conduct, coordination and supervision of all research activities under the project
- Communication and coordination with Principal Investigator and research staff and activities.
- Develop reporting procedures and generate monthly report on study progress
- Maintenance of project master files and documentation
- Other work assigned by PIs

Periodic reporting and Attending calls with the Investigators

Eligibility criteria (Qualifications and experience)

A. Essential:

- MSc in life science with five years' experience in research (Tuberculosis and other discipline).

B. Desirable:

- Good level of knowledge in research database, Redcap
- Research experience in Tuberculosis
- Experience in training staff and preparation of study materials

C. Maximum Age Limit: 40 years (as on last date of receipt of applications)

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EVALUATION CRITERIA:

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- b. **Skill Test:** *Case-based scenarios*
- c. **Interview:** *Ethical guidelines in health research, documentation, good clinical practices, National TB Elimination Program guidelines, data collection tools and data management*

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RESEARCH MANPOWER RECRUITMENT FORMS

REC-03: Application Format

Advt. No. JIP/PSM/SLIM/06-01

Date:27/06/2025

APPLICATION FOR THE POST OF (NAME OF THE POST)

For the Project: Systematically Looking for Infection in the Malnourished

*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	



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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	Under Graduation (UG)				
4	Post Graduation (PG)				
5	Any other qualifications				
6					
7					

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						

(The PI may retain/delete the items below -- depending on the nature of the post/work):

16. Optional sections (You can include here question for any additional information you may wish to collect -- depending on the nature of the post/work. Some indicative items are shown below but you may modify as per your wish before you submit it to Dean R for approval).



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A. Please describe your experience in up to 500 words

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

C. The project work involves travel to the field/other centers for the study. Will you be willing for the same (Yes/No): _____

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



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**RESEARCH MANPOWER RECRUITMENT FORMS
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):