JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH

Dhanvantari Nagar, Puducherry – 605 006

DEPARTMENT OF MEDICAL ONCOLOGY

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No.JIP/NOCI/Rec-18-2023   Date: 15.09.2023

Recruitment Notice

Applications are invited by the Principal Investigator, **Department of Medical Oncology**, JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER), Puducherry, from candidates fulfilling the following eligibility conditions to work as "**DATA ENTRY OPERATOR**" on contract basis for a period of 3 months.

No. of Posts
Data Entry Operator – 3 posts

Selected candidate will be engaged on a contract basis only for 3 months in a project titled: **Network of Oncology Clinical Trials India (NOCI)** supported for funding by Biotechnology Institute of Research Assistance Council, (BIRAC), Department of Biotechnology, Government of India.

NATURE OF WORK:
- Entry of patient level data into an online database
- Maintenance of the records in the department
- Data entry error checking

Interested and eligible candidates may email their CV and supporting documents scanned in one pdf to the mail ID: nocirecruitment@gmail.com
ALONG WITH FILLED APPLICATION FORM (*PLEASE SEE ATTACHED APPLICATION FORM*)

NOTE: Applications not in the prescribed format WILL NOT BE PROCESSED OR ACCEPTED

*Please mention the name of the post applied. Application form must be filled for the post as appropriate and scanned and sent **along with supporting documents in a single PDF file to the above email ID.***
The PDF file should be named as:
- *"candidate name_DEONOCI_SEP_2023_noci_application"*

Last Date for sending application and CV by email is **25th Sep 2023, upto 5 PM.**

Candidates will be shortlisted based on their application and CV. The shortlisted candidates will receive an email confirmation which will also include details of further selection process. The details will also be displayed on the JIPMER website. Selection will be based on CV and application, written test/skill test and interview.

Eligibility Criteria:

    A. Essential:
- Graduation in life sciences or 1 year experience of patient data entry in hospital setting(PROOF MUST BE SUBMITTED)
- Knowledge of Microsoft word, Excel, Email

    B. Desirable: (SUBMIT PROOF)
- Data entry of patient level databases
- Clinical trial experience
- Cancer patient data entry experience

    C. Contractual Remuneration : Rs. 20,000/- (consolidated) per month
    D. Maximum Age Limit: 35 years
    E. Evaluation criteria: After evaluation of the application form, candidates will be called for a written test/ skill evaluation followed by interview.

Terms and Conditions:

1. This position will be purely on temporary/contractual basis for a period of 3 months and based on project. The engagement may be extended or curtailed at the discretion of the PI of the project.

2. Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.

3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.

4. The Post is purely on contract basis for an external sponsored project, and no claim for any regular post in JIPMER shall be entertained.

5. Valid email id and mobile number is 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. Decision of the Principal Investigator will be final.

8. No TA/DA will be paid for the interview.

9. Canvassing of any kind will lead to disqualification.

10. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.

11. Only shortlisted candidates will be called for Interview.

12. Incomplete applications and applications which are not in the format prescribed below and those not satisfying the essential criteria mentioned above will be summarily rejected without assigning any reasons thereof. Candidates may attach their CV with this application. A*pplication with CV alone without the prescribed form and attachments of certificates etc will be rejected*.

Application for the Post of DATA ENTRY OPERATOR (Sep 2023)

Print in A4m size paper and fill in with Block Letters with BLUE PEN (and scan and save as candidate name_ DEONOCI_SEP_2023_noci_application)

1. Name of the Applicant: _____

2. Father's Name: _____

3. Gender *(Male/Female/other):*_____

4. Date of Birth (dd/mm/yyyy): _____

5. Marital Status (Married/Unmarried): _____

6. Age (as on 30th Sep 2023) _____years_____ months_____ days

> Affix your recent Passport size Photo
> *(Do not staple)*

7. Nationality: _____

8. Address for Communication: _____

_____**PINCODE** _____

9. Permanent Address: _____

_____**PINCODE**_____

10. Mobile: _____ **11. Email ID:** _____

12. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you? If so, specify: _____

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

	Educational Qualification (from SSLC /Matriculation)	Board/University	Mon/Year of Passing	Percent of Marks	Subjects
1	Tenth Equivalent				
2	Higher Secondary				
3	Degree				
4	Diploma/PG Diploma				
5	Others(Specify)				

(Add more rows if needed)

14. Details of Previous Employment (if any): *(Pls attach PDFs of proof of work)*

	Employer	Designation	From	To	Duration	Work in medical field hospitals Yes/No	Nature of Work
1							
2							

Reference letters / Testimonials: *(Pls attach PDFs documents)*

A._____

B._____

15. If this project involves travel to other Centre's of the network, please indicate your willingness for the same (Yes/No)_____

16. Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous work. (Please intimate your previous employer(s) that they may be receiving calls from us regarding this and obtain their permission)
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

17. Check List: (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:
a) **Proof of Indian nationality** *(copy of adhaar /voter Id/ passport /driving license)*
b) **Certificate in support of age (Tenth equivalent/High School Certificate)…………………..**
c) **Degree in Health Science Field (Attach certificate)**
d) **Post graduate   …………………………………………….**
e) **Experience Certificate (s)……………………………………..**
    a. **Experience in Data Entry**
    b. **Experience in the medical field**
f) **Any others (if any) ……………………………………………..**

Declaration by the Applicant

Application for the post of: **DATA ENTRY OPERATOR for NOCI**

I, --- hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after Exam/Interview, I hereby convey my consent for cancellation of my candidature. Further, I declare I have gone through all the terms and conditions of the appointment. I will abide the same and I will not claim any regularization.

Place:

Date: **(Signature of the Applicant)**