



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

REC-02: Advertisement Format

Advt. No. JIP/MEDONCO/ICMR/2025/1.5

Date: 16.02.2026

Advertisement for Recruitment to Project Posts (on Contract)

Applications are invited from eligible candidates to work on the following post 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.

Name of post	Senior Project Assistant (Research Assistant/ MSW)
Likely duration	1 year 3 months
Consolidated remuneration	Rs. 30,600pm (Fixed)
Project title	'Implementation and Assessment of an Innovative Tele-Consultation Program Designed for Local Need-based Cancer Survivorship Care.'
Funding Agency	ICMR
Project investigator (PI)	Dr. Smita Kayal
PI's department	Department of Medical Oncology

Nature of work/responsibilities and expectations

- Patient counseling for teleconsultation & follow-up and identify the barriers to tele follow-up.
- Assisting in the conduct of remote follow-up calls.
- Preparation of SOP for engagement of community participants
- Communicating & and coordinating with community health workers and general practitioners.
- Community-level outreach services & data collection in the community
- Miscellaneous administrative work for the overall functioning of the project
- Participate in all study-related activities and discharge other duties assigned by PI.

Eligibility criteria (Qualifications and experience)

A. Essential:

- Bachelor's degree (3 years) in Social Work / Sociology / Pharmacology / Life Sciences / Nursing / any related discipline with two years of experience in a relevant field
OR
Postgraduate degree in Social Work / Sociology / Pharmacology / Life Sciences / Nursing / any related discipline.
AND
- Minimum **one year of clinical research experience** in Oncology / Psycho-oncology / Community Health / Tele-follow-up / any other health-related research area.

B. Desirable:

- Experience in patient and caregiver counseling.
- Knowledge of Good Clinical Practice (GCP) guidelines.
- Experience in clinical research data collection and data management
- Basic knowledge of research methodology
- 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

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



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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: projectscrap.medonco@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_2025_application**".
4. **The last date for sending complete applications by email up to 09:00 PM on 8th March 2026.**

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. The final selection will be based on CV, application, and written test/interview.

EVALUATION CRITERIA:

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

- a. **Written test:** Based on Nature of work/Responsibilities and Expectations mentioned in the advertisement.
- b. **Interview:** Based on Nature of work/Responsibilities and Expectations mentioned in the advertisement

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, at the discretion of the Principal Investigator.

The interview is tentatively scheduled for the fourth week of March. The exact date and time will be communicated via email at least one week in advance.



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RESEARCH MANPOWER RECRUITMENT FORMS

REC-03: Application Format

Advt. No. JIP/MEDONCO/ICMR/2025/1.5

Date: 16.02.2026

APPLICATION FOR THE POST OF Senior Project Assistant (Research Assistant/ MSW)

For the Project: 'Implementation and Assessment of an Innovative Tele-Consultation Program Designed for Local Need-based Cancer Survivorship Care.'

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				
4				
5				

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

	Employer	Designation	From (date)	To (date)	Duration (Years, months, days)	Nature of duties
1						
2						
3						
4						

A. Please describe your experience in up to 500 words:

B. Any other relevant information:



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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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DECLARATION BY THE APPLICANT

Application for the post of Senior Project Assistant (Research Assistant/ MSW)

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):