

**Department of Preventive and Social Medicine,
JIPMER, Puducherry -605006**

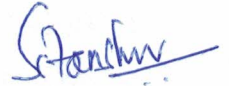
JIP/PSM/HTA Project/Recvt/2022

Date: 15.11.2022

WALK-IN WRITTEN TEST/ INTERVIEW

Various posts under the project titled **Health Technology Assessment-Resource Centre** funded by the Department of Health Research (DHR), Govt. of India in the Dept. of Preventive and Social Medicine, JIPMER to be filled purely on a temporary basis for a period of **ONE YEAR** (With a possibility of extension up to 2 years based on performance). A list of candidates shall be shortlisted based on CVs followed by an interview through video conferencing. The selected candidates may be engaged in the present and future vacancies of the project as per the requirement from time to time. List of posts to be recruited is provided in the **Annexure 1**.

Interested candidates are requested to send their 2 page CV to the **email ID: htarcjipmer@gmail.com on or before 30/11/2022**. The date of interview is tentatively scheduled in the first week of December 2022 and the exact date will be notified to the shortlisted applicants through email. Shortlisting of candidates for the interview and their selection to the post will be based on the recommendations of the selection committee. **The monthly remuneration will be based on experience and qualifications.**



Dr. Sitanshu Sekhar Kar
Professor & Head of PSM
Principal Investigator of HTA project

**Dr. SITANSHU SEKHAR KAR
PRINCIPAL INVESTIGATOR
DEPT. OF PREVENTIVE & SOCIAL MEDICINE
JIPMER, PUDUCHERRY-6**

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Annexure 1

S. No	Name & Number of the Post	Qualification	Age limit/years
1	Field Investigator (1 Post)	Essential: Graduate in Science/ relevant subjects from a recognized university with 3 years of work experience from a recognized institution or master's degree in the relevant subject or Pharm D (Doctor of Pharmacy) from a recognized institution	35
2	Administrative Assistant (1 Post)	Essential: <ul style="list-style-type: none"> • Graduate from a recognized institution • Knowledge of computer and financial management applications • Proficiency in Tamil Desirable: Post-graduate qualification from a recognized institution	40

Nature of Duties:

For Field Investigator:

Field Investigators will be engaged during the period of data collection in the HTA centre. They will perform the following duties:

- House listing
- Perform interviews for data collection in accordance with the research topic.

For Administrative Assistant:

Administrative Assistant will perform the following duties:

- Effective conduct of routine administrative/ operational activities of the project
- Liaising with partner institutes
- Arranging meetings/ workshops
- Manage and operate information system, including filing system.
- Develop and manage project databases and record systems including attendance lists, mailing lists and budget monitoring spreadsheets.
- Send out and process salary requisitions and expense claim forms of project staff to accounts department of DHR.
- Preparation of reports related to utilization of project resources.

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15/11/22

NOTE:

- Validity of the short list will be valid for **six months** from the date of publication and renewable accordingly.
- 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.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- Upper age limit may be relaxed as per Govt. of India rules.
- The posts are purely on contract basis for an external sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
- **Valid email id and mobile number is compulsory.**
- Consolidated salary of the post may vary from time to time. No other allowance/ facilities other than consolidated salary shall be extended.
- Decision of the selection committee will be final.
- No TA/ DA will be paid for the interview.
- Canvassing of any kind will lead to disqualification.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
- The appointee may be relieved from the current job position, with one month prior notice, failing to do so may be held responsible for paying one month salary.

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