JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanvantri Nagar, Puducherry-6

Department of Obstetrics and Gynaecology

Advt. No: JIPOG/CARHDP/2025/1 Date: 10.10.2025

Advertisement for Recruitment to Project Posts- Phase 1 (on Contract)

Applications are invited from eligible candidates to work on the following post(s) on a contract basis in a research project: "***Centre for Advanced Research in Hypertensive Disorders in Pregnancy***", funded by ICMR, New Delhi, at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, as per the details below.

Project title	***Centre for Advanced Research in Hypertensive Disorders in Pregnancy***
Funding Agency	ICMR
Project investigator (PI)	Dr Anish Keepanasseril
PI's department	Obstetrics and Gynaecology

A. Project Positions Advertised: coordinating centre staff

Sl No.	Post (Pay and allowance)		Maximum Age Limit	Number of Posts
1	Project Research Scientist - II (Medical)	80000/- + HRA 20%	40	1
2	Project Research Scientist - II (Non-Medical)	67000/- + HRA 20%	40	2
4	Project Technical Support-III	28000/- + HRA 20%	35	1
5	Project Technical Support-II	20000/- + HRA 20%	30	1

Important note

- **For all posts: The candidate must be willing to undertake other responsibilities as may be assigned from time to time by the PI**
- Candidates may need to travel for site visits or patient follow-up as required for the site; the cost of the TA/ DA will be provided as per the ICMR norms
- **Communication skills in English / Tamil and Hindi** needed for communication/ coordination with other sites across the country.

B. Essential Qualifications and Experience

1. Project Research Scientist - II (Medical)- Study Coordinator

Name of post (number)	Project Research Scientist - II (Medical)- Study Coordinator
Number of Posts	One (01)
Minimum Essential Qualification	● MBBS/ BDS with Postgraduate Degree (MD/ MS/master's in public health/Epidemiology/ Clinical trials) or equivalent degree ● MBBS/ BDS with PhD ● MBBS / BDS with three years' post-qualification experience in public health or Maternal Child health projects
Desirable Experience	● Prior experience in supervising data collection and coordinating multi-site projects. ● Good writing and communication skills. ● Knowledge of computer software for qualitative & quantitative data analysis, data collection, documentation, data entry, cleaning, and

	transcription. It includes SPSS, Epi-Info, RedCap, STATA, R, NVivo & applications such as MS Office ● Trained in Research Methodology
Nature of Work / Responsibilities ● Oversee the research and handle communication with ICMR and PI from the other six centers under the supervision of the PI. ● To liaise with investigators from other clinical sites and attend project coordination meetings, as and when necessary ● Coordinates and supervises the Project Research scientist -II (Non-Medical) and the IT team in the day-to-day progress and the coordination with the sites assigned to them. ● Overall coordination of data management, analysis and report writing ● Conducts site visits (Six other centres) to ensure data integrity and quality. ● Coordinates the outcome assessment and the smooth implementation of the project. ● Coordinate the training, guiding the research team at JIPMER and other site research staff	

2. Project Research Scientist - II (Non-Medical)- Study site supervisors/ Data analyst

Name of post (number)	Project Research Scientist - II (Non-Medical)- Study Site supervisors/ Data analyst
Number of Posts	Two (02)
Minimum Essential Qualification	● Postgraduate Degree (Bioinformatics/ Biostatistics/ Data Science/ Epidemiology/ Public Health) with PhD ● Postgraduate Degree (Bioinformatics/ Biostatistics/ Data Science/ Epidemiology/ Public Health) with three years' post-qualification research experience/ in projects
Desirable Experience	● Prior experience in supervising data collection and coordinating multi-site projects/Clinical trials. ● Prior experience in Maternal Child health projects ● Good writing and communication skills. ● Knowledge of computer software for qualitative & quantitative data analysis, data collection, documentation, data entry, cleaning, and transcription. It includes SPSS, Epi-Info, RedCap, STATA, R, NVivo & applications such as MS Office ● Trained in Research Methodology & skilled in conducting training programs
Nature of Work / Responsibilities ● To liaise with investigators from other clinical sites and attend project coordination meetings, as and when necessary ● Coordinates and supervises the day-to-day progress and coordinates with the sites assigned to them. ● Supervise the project scientists at each site assigned to them and coordinate data management, analysis and report writing ● Conducts site visits (Six other centres) to ensure data integrity and quality.	

● Coordinates the outcome assessment and the smooth implementation of the project. ● Coordinate the training, guiding the research team at JIPMER and other site research staff

3. Project Technical Support - III Project cum Data Manager

Name of post	Project Technical Support – III (Project cum Data Manager)
Number of Posts	One (01)
Minimum Essential Qualification	● Three-year graduate degree in Statistics/ Computer Science/ Data science + three Years post-qualification experience (OR) ● PG in Statistics/ Computer Science/ Data Science (OR) ● For Engineering /IT/CS - Four-Year Graduate Degree. ● Good Command of Tamil & English: Speaking, reading and writing
Desirable Experience	● Prior experience in data collection/ databases ● Prior experience in Maternal Child health projects ● Good writing and communication skills. ● Experienced with computer software for qualitative & quantitative data analysis, data collection, documentation, data entry, cleaning, analysis, and transcription. It includes SPSS, Epi-Info, RedCap, STATA, R, NVivo & applications such as MS Office ● Trained in Research Methodology & skilled in conducting training programs
Nature of Work / Responsibilities ● To liaise with investigators from other clinical sites and attend project coordination meetings, as and when necessary ● Coordinates and supervises the day-to-day progress and coordinates with the sites. ● Coordinate with the data/ IT team to ensure the smooth functioning of the project. ● Will be responsible for the document preparation and communication with the ICMR and the study sites. ● Perform data quality checks with the PRS to ensure data integrity and quality. ● Handle the accounts and the related documentation for the project by liaising with the team at the sites and ICMR.	

4. Project Technical Support - II – Administrative Assistant

Name of post	Project Technical Support - II – (Administrative Assistant)
Number of Posts	One
Minimum Essential Qualification	● Three-year graduates in Economics/ Statistics/ Commerce/Computer Applications with two years of experience ● Good Command of Tamil & English: Speaking, reading and writing
Desirable Experience	● Prior experience in data collection ● Prior experience in Maternal Child health projects ● Good writing and communication skills.

	● Knowledge of computer software for qualitative & quantitative data analysis, data collection, documentation, data entry, cleaning, analysis, and transcription. ● Trained in Research Methodology & skilled in conducting training programs
Nature of Work / Responsibilities ● To liaise with investigators and attend project coordination meetings, as and when necessary ● Aid the project manager for the office-related documentation and financial transactions. ● Maintain the registers of the transactions related to the project.	

Eligible and interested candidates may email the filled application form (attached), along with a CV and supporting documents (scanned in one PDF), to the Email ID jip.carhdp4recruit@gmail.com

Notes:

1. **Applications not in the prescribed format (online summary in Google form and full application in PDF) will not be processed or accepted.**
2. On the last date of the application, the applicant should have received a provisional or degree certificate from the university. Undertaking submitted regarding course completion will not be accepted as proof of qualification
3. Please mention the name of the post applied for in the email subject line.
4. The PDF file should be named as: ***"Candidate name_Post-name_year_application".*** e.g. "***James_PTSIII_2024_application".***
5. **All should submit the application summary and contact details in the Google form.**
   Link: https://forms.gle/egub25gryJaRvsE57
6. ***The last date for sending complete applications* by email up to 5 pm on 22.10.2025.**

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 evaluating the application form, **the recruitment process will be based on interviews** (Approximate Topics covered: Maternal health, biostatistics, clinical research designs, analysis, Hypertension in pregnancy, ambulatory blood pressure, echocardiography).
- Shortlisting of candidates 5 times the number of posts will be done by a committee assessing the application and experience, with additional qualifying marks given for relevant experience, publication, and involvement in RCT or project after the qualifying experience.

TERMS AND CONDITIONS:

1. This position is *purely on a contract basis for an externally sponsored project, and the person engaged will have no claim to any regular post in JIPMER or ICMR at any time*. Further, the position is only for the project's duration and is based purely on external funding support.
2. The engagement may be extended or curtailed at the discretion of the Project Investigator.
3. Qualification and experience should be in a relevant discipline/field and in a reputed institution/organisation. **The experience should have been gained *after acquiring the essential qualification.***
4. All educational qualification certificates shall be from a recognised Board/University
5. Qualification, experience, other terms, and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
6. ***A valid email ID and mobile number are compulsory.***
7. Consolidated salary for the post may vary from time to time, following the ICMR guidelines. No other allowance/facilities other than consolidated salary shall be extended.
8. All community certificates should be issued by the authorised officers of the Government. A **valid OBC non-creamy layer certificate issued within the last year** should be submitted to claim any age relaxation.
9. Submitting wrong or false information during the selection process or canvassing of any kind will lead to disqualification or even termination if detected after the person has been engaged.
10. Only shortlisted candidates will be called for an interview. The decision of the Project Investigator will be final. If the number of applications is extensive, more stringent criteria than those specified above may be used to determine eligibility.
11. No TA/DA will be paid for attending the interview.
12. Incomplete applications, and applications not in the prescribed format, and those not fulfilling the essential criteria above, are likely to be summarily rejected. Candidates may attach their CVs to the application form. *However, applications with a CV alone and without the prescribed form and certificates will be rejected*.
13. **Further communication of the selected candidate will be through email only**

Interviews for the post may be conducted in person or via videoconferencing at the discretion of the Principal Investigator. In the latter case, the individual candidate will ensure access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities and an adequate internet connection.

The tentative Date and time of the interview/ written test **will be the Third week of October or the first week of November 2025 (further details will be intimated through the mail for the shortlisted candidates)**

The selected candidates are advised to join on 15th November 2025.

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Application Format(PHASE 1)

No…… (*Recruitment ID as in advertisement) (to be filled by the PI)*

APPLICATION FOR THE POST OF (*NAME OF THE POST*)

*For the Project: (**Centre for Advanced Research in Hypertensive Disorders in Pregnancy**)*

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 (In a scale of 0-5, with 0 none to 5 proficient)		English	Tamil	Hindi
	Converse			
	Read			
	Write			

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					
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						

Others

A. Please describe your research experience in up to 200 words

B. Paper submission in a national-level conference or publications (if any)

C. The project work involves travel to the 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 enquiries 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	
Copy of Best two publications	
Any others (if relevant; specify)	

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 engaging in this position, I will have no claim against any regular position at JIPMER.

Place:

Date: (Signature of the Applicant)

NAME (in block letters)