



Ref No: JIP-OG/ICMR/COVID/032024/01

13/03/2024

RECRUITMENT NOTICE

The following positions under the project titled "Sovority of COVID disease and pregnancy outcome among women with COVID Infection with or without COVID vaccination – A multicentric case-control study" funded by the Indian Council of Medical Research, Government of India, in the Dept. of Obstetrics and Gynaecology, JIPMER, needs to be filled purely on temporary contractual basis for a specified period of time and may be terminated earlier than expected. Interested candidates are requested to apply at the link: [https://bit.ly/JIPMER\\_COVID](https://bit.ly/JIPMER_COVID) by attaching the filled application form and CV on or before 23/03/2024. The selection of candidates for the post will be based on the selection committee's recommendations.

Name of the post	Project Assistant, 01 post
Department	Department of Obstetrics and Gynaecology, JIPMER
Age Criteria	Upper age limit 30 years only
Emoluments/Duration	Rs. 28000+ 18% HRA per month consolidated /-
Location	JIPMER, Puducherry
Job profile	<ol style="list-style-type: none"><li>1. Collect information about patients admitted with covid in pregnancy and fill out the required proformas and take their consent</li><li>2. To collect all the data from their records in case they missed during admission</li><li>3. To follow up all the babies born of these mothers</li><li>4. To contact the above-mentioned people after six weeks to get information as per the proforma either telephonically or by mail or when she visits the hospital at six weeks</li><li>5. Executing finance and related administrative tasks of the project</li></ol>
Qualifications and Experience	<p>Essential:</p> <ol style="list-style-type: none"><li>1. Master's in public health, nursing or B.sc nursing with five years' experience in research projects related to human studies.</li><li>2. Good command of Tamil and English - Reading, speaking &amp; writing, preferably typing</li></ol> <p>Desirable: Experience working with medical records and quantitative research in a hospital</p>
Skills	<ul style="list-style-type: none"><li>• Important to know Tamil to converse with the patients</li><li>• Good understanding of needs for project and job responsibilities</li><li>• Computer skills, including proficiency in the use of Microsoft Office applications</li><li>• Good organizational behaviour and problem-solving skills</li><li>• Well-versed in recording and maintaining data</li><li>• Ability to establish and maintain effective working relationships with participants, investigators and co-workers</li></ul>



**NOTE:**

1. Validity of the short list will be for six months (likely to be extended for next 6 months depends upon ICMR approval) from the date of publication.
2. Qualification and experience should be in a relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, and other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
4. Upper age limit may be relaxed as per Govt. of India rules (five years for SC/ST and OBC candidates)
5. The posts are purely on a contract basis for an externally sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
6. Valid email id and mobile number are compulsory.
7. The decision of the selection committee 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. If the performance of the appointee is not found satisfactory by the investigator, the appointment can be terminated at any time without any notice.
12. 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's salary.
13. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualifications.
14. Only shortlisted candidates will be called for a written test or interview, and their names will be posted on the JIPMER website after screening the applications.
15. Request for change in written test/ interview schedule will not be entertained.
16. The salary is a consolidated sum without any other benefits.
17. Incomplete applications will be summarily rejected without assigning any reasons thereof.
18. All results will be published on the JIPMER website, and all future communications will be only through email.
19. For any queries, contact – [ogcovidproject.jipmer@gmail.com](mailto:ogcovidproject.jipmer@gmail.com)

Approximate timeline for recruitment (subject to change)	
Application last date	23-03-2024 4:30 PM
Link for applying	<a href="https://bit.ly/JIPMER_COVID">https://bit.ly/JIPMER_COVID</a>
Shortlisting of candidates	26-03-2024(Tentatively)
Certificate Verification	28-03-2024 at 09:00 AM
Written/ Interview	28-03-2024 at 10:00 AM
Venue	Skill lab, First Floor, WCH, JIPMER, Puducherry
Announcement of results	30-3-2024(Tentatively)
Expected joining date	At the earliest