



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

No. JIP/PSM/ HTAIn/03/24

Date: 06.08.2024

Advertisement for Recruitment to Project Posts (on Contract)

The following posts are to be filled purely on a temporary basis for the DHR project in the Department of Preventive and Social Medicine, JIPMER. Interested and eligible candidates may email the application form along with a two-page CV and a recent photograph to the **Email ID: htarcjipmer@gmail.com**
The last date for receiving the filled application is 29.08.2024 - 4.30 PM.

| | |
|---------------------------|--|
| Name of post (number) | 1. Scientist-C (Medical/Non-Medical) - 1 2. Field Investigator - 1 3. Field Officer - 1 |
| Likely duration | One Year (With a possibility of extension of up to 2 years based on performance) |
| Consolidated remuneration | As detailed below |
| Project title | Health Technology Assessment-Resource Centre |
| Funding Agency | Department of Health Research |
| Project investigator (PI) | Dr. Sitanshu Sekhar Kar |
| PI's department | Preventive and Social Medicine |

| Sno. | Name & Number of the Post | Qualification | Age limit in years | Consolidated remuneration |
|------|---|---|--------------------|---------------------------------|
| 1 | Scientist-C (Medical/Non-Medical) (1 Post) | For Medical: Essential: <ul style="list-style-type: none">MBBS degree with 6 years' experience or Post Graduate Diploma in medical subjects after MBBS with 5 years' experience in the relevant subject. <p style="text-align: center;">Or</p> <ul style="list-style-type: none">Post Graduate Degree (MD/ MS/ DNB/ MPH) after MBBS with 4-year research experience in the relevant field. Desirable: <ul style="list-style-type: none">Doctorate (Ph.D.) in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university.Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s). | 40 | Rs. 67,000/- per month plus HRA |



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| | | | | |
|---|------------------------------------|---|----|------------------------|
| | | <ul style="list-style-type: none">• Knowledge of Computer Applications/Data Management. <p>For Non-Medical:</p> <p>Essential:</p> <ul style="list-style-type: none">• M.Sc. Life science/ MPH/MHA/ M. Pharma (Masters of Pharmacy) /Pharm. D (Doctor of Pharmacy) with 4 year of experience in relevant area. <p>Desirable:</p> <ul style="list-style-type: none">• Ph.D. degree Microbiology/ Biochemistry / Biotechnology subject from a recognized University with 2 years R&D/Teaching experience in the relevant subject.• Knowledge of Computer Applications or Business Intelligence tools/ Data Management. | | |
| 2 | Field Investigator (1 Post) | <p>Essential:</p> <ul style="list-style-type: none">• 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. <p>Desirable:</p> <ul style="list-style-type: none">• Master of Public Health Degree | 35 | Rs. 32,000/- per month |
| 3 | Field Officer (1 Post) | <p>Essential:</p> <ul style="list-style-type: none">• 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. <p>Desirable:</p> <ul style="list-style-type: none">• Master of Public Health Degree | 35 | Rs. 30,000/- per month |



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Nature of Duties:

For Scientist C:

- To support & execute the ongoing & new programs of DHR and to provide leadership and managerial strength in the R&D projects in the area of HTA research.
- Responsible for the scientific, and/or technical aspects of the implementation of HTA projects of DHR.
- Senior Scientific Staff will be coordinating the Activities of HTAIn and Junior staff will be providing a supportive role for all the HTAIn work
- Invitation of applications/proposals from the States/Medical Colleges/Institutions for HTA studies
- Getting the requisite MoU signed with the States/Medical Colleges/Resource Centre
- Submission of the proposals for recommendations of the Technical Appraisal Committee
- Seeking any clarifications from the States/applicants on various issues/points.
- Submission of the proposal along with the recommendations of the expert committees.
- Maintaining effective working relationships with colleagues at DHR, ICMR, Government Ministries (i.e. NRHM, MHFW), NHSRC, DGHS, and international partner organizations
- Supporting the HTA advisory group, secretariat, international partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
- Regularly liaising with international partners to ensure satisfactory progress and quality of the HTAIn secretariat outputs
- Contribute to drafting official reports from the secretariat, including summaries of workshops and events.
- Conducting Workshops/seminars/TAC meetings/Board Meetings/Stakeholders meetings etc
- Any other work assigned by the Department of Health Research

For Field Investigator/ Field Officer:

- Field Investigators will be appointed at every partner institute during the period of data collection. They will perform the following duties:
- House listing
- Perform interviews for data collection in accordance with the Research topic.



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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: htarcjipmer@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_2023_application”**.
4. **The last date for sending complete applications by email up to 29.08.2024 – 4.30 PM.**

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:** *Health Technology Assessment, Research Methodology, Basic Epidemiology*
- b. **Interview:** *Health Technology Assessment, Research Methodology, Basic Epidemiology*

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 or via videoconferencing, at the discretion of the Principal Investigator. In the latter case, it will be the individual candidate's responsibility to ensure



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access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities, and an adequate internet connection.

The date and time of the interview is tentatively scheduled for the first week of September 2024 and the exact date will be notified to the shortlisted applicants through email.

Sitanshu
06/08/24
Dr. Sitanshu Sekhar Kar,
Principal Investigator
Dept. of Preventive & Social Medicine
JIPMER, Puducherry



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APPLICATION FOR THE POST OF (NAME OF THE POST)

For the Project: (Health Technology Assessment-Resource Centre)

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 | | | | |
| 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 | | | | | | |

- The project work involves travel to the field/other centers for the study. Will you be willing for the same (Yes/No): _____

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 |
|------|-------------|-----------------------------|-------|----------|
| | | | | |
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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) | |
| | |
| | |
| | |

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 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):