

**Department of Neurology**  
**JIPMER, Puducherry -605006**

JIP/Neuro/Staff/1 date: 27/10/2023

**RECRUITMENT NOTICE**

The following positions under the project titled “**A participatory action study of peer support initiative for pregnant women with epilepsy to improve health outcomes. (Pregnant women with Epilepsy-Peer Support Initiative)**” funded by the Indian Council of Medical Research, Government of India, in the Dept. of Neurology, JIPMER needs to be filled purely on **temporary contractual basis** for a 3 year period and may be terminated earlier than expected. Panel of recommended candidates shall be shortlisted after screening of CV, written test and interview.

Interested candidates are requested to send their application to the **email ID:pepsi.jipmer@gmail.com on or before 15/11/2023**. Selection of candidates to the post will be based on the recommendations of the selection committee.

<b>Name of the posts</b>	<b>Project technical officer -- 01 post</b> <b>Senior project assistant—01 post</b>
<b>Department</b>	Department of Neurology
<b>Age Criteria</b>	21-40 years
<b>Emoluments/Duration</b>	<b>Project Technical Officer—28,000+18% HRA (5,040/-) per month</b> <b>Senior Project Assistant-30,600/month</b>
<b>Location</b>	<b>JIPMER, Pondicherry</b>
<b>Job profile</b>	<b>Project Technical Officer</b> will be responsible for the following: <ol style="list-style-type: none"><li>1. To contact pregnant women with epilepsy and collect data after taking consent</li><li>2. To identify participants for the qualitative studies in consultation with the PI</li><li>3. To help conduct and facilitate qualitative studies</li><li>4. To ensure recording and transcription of the data</li><li>5. To coordinate with physicians from other disciplines during conduct of qualitative studies and also for the peer support interventions.</li><li>6. To co-ordinate and arrange the peer support interventions.</li></ol> <b>Senior Project Assistant</b> will be responsible for the following <ol style="list-style-type: none"><li>1. Maintaining and entering all quantitative data of the patients, scheduling project visits according to convenience</li><li>2. To regularly visit obstetrics department to identify participants for the study and help in recruitment</li><li>3. To help conduct, record and transcribe the data.</li><li>4. To help co-ordinate and arrange qualitative studies and peer support interventions</li><li>5. To maintain all project related records</li></ol>
<b>Qualifications and Experience</b>	<b><u>Project Technical Officer</u></b> <b>Essential:</b> <ol style="list-style-type: none"><li>1. Masters in public health, social work, psychology or nursing</li></ol>

	<p>2. Good command of Tamil and English—Reading, speaking &amp; writing, preferably typing</p> <p>3. Experience working in qualitative research/mixed methods</p> <p><b>Desirable:</b> Experience working with vulnerable groups</p> <p><b>Senior Project Assistant</b></p> <p><b>Essential:</b></p> <p>1. Masters in public health, social work, psychology, nursing or relevant areas</p> <p>2. Good command of Tamil and English—Reading, speaking, writing &amp; typing</p> <p>3. Good computer skills working with google and microsoft</p> <p><b>Desirable:</b> Experience working in qualitative or missed methods studies</p>
<p><b>Skills</b></p>	<p><b>Project Technical Officer</b></p> <ul style="list-style-type: none"> <li>• Good understanding of needs for project and job responsibilities</li> <li>• Ability to establish and maintain good rapport with people from multiple backgrounds</li> <li>• Ability to document and maintain trail of multiple events through the project.</li> <li>• Good organizational behavior and problem-solving skills and ability to adhere time lines</li> <li>• Ability to establish and maintain effective working relationships with participants, investigators and co-workers</li> </ul> <p><b>Senior Project Assistant</b></p> <ul style="list-style-type: none"> <li>• Good understanding of needs for project and job responsibilities</li> <li>• Computer skills including proficiency in use of Microsoft Office applications and google forms, sheets etc</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 **twelve months** from the date of publication.
2. 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.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project 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 contract basis for an external sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
6. **Valid email id and mobile number is compulsory.**
7. 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 performance of the appointee is not found satisfactory by the investigator, 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 salary.
13. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
- 14. Only shortlisted candidates will be called for Written test/Interview. Short list will be posted on the JIPMER website approximately as per the timeline below.**
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. Interested candidates may please send their application by e-mail with subject line mentioning "Application for the position "Project technical officer)" to [pepsi.jipmer@gmail.com](mailto:pepsi.jipmer@gmail.com)**
- 18. The application should include:**
  - a. Current CV
  - b. Application form (as below)
  - c. Recent color photo
  - d. Names, phone numbers and contact details of three referees who are willing to give you letters of reference.
19. Incomplete applications will be summarily rejected without assigning any reasons thereof.
- 20. All results will be published on the JIPMER website, and all future communications will be only through email.**

<b>Approximate timeline for recruitment (subject to change)</b>	
Application last date	15-11-2023 4:30 PM
Email ID for applying	pepsi.jipmer@gmail.com
Shortlist published on JIPMER website	18-11-2023 (approximate date)
Certificate Verification	23-11-2023 at 09:00 AM
Written screening test (single response type MCQ)	23-11-2023 at 10:00 AM
Interview (for those selected by screening test)	23-11-2023 at 12:00 PM
Venue	Seminar hall, Department of Neurology, 2nd Floor, Super Specialty Block, JIPMER
Announcement of results	25-11-2023
Expected joining date	01-12-2023