



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

Dhanwantri Nagar, Puducherry-6

RESEARCH MANPOWER RECRUITMENT FORMS

No. JIP/PSM/ HTAIn/07/24

Date: 26.10.2024

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 mail id: htarcjipmer@gmail.com **Last date for receiving the filled application is 05.11.2024 - 4.30 PM.**

Name of post (number)	1. Senior Research Officer/Scientist D - 1 Post 2. Administrative Officer/ Research Officer - 1 Post
Likely duration	One Year (With a possibility of extension up to 1 year based on performance)
Consolidated remuneration	As detailed below
Project title	Health Technology Assessment-Resource Hub – Online Course
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	Senior Research Officer/Scientist D (1 Post)	For Medical: <ul style="list-style-type: none">Post Graduate Degree (MD/ MS/ DNB/ MPH) after MBBSKnowledge of Computer Applications/Data Management. For Non-Medical: <ul style="list-style-type: none">Doctorate (Ph.D.) in the relevant subject (Community Medicine/ Preventive & Social Medicine /Health Administration/ Epidemiology/ Public Health) from a recognized university.Experience in the health Economics will be desirableKnowledge of Computer Applications or Business Intelligence tools/ Data Management.	40	Rs. 78,000/- per month + HRA
2	Administrative Officer/ Research Officer (1 Post)	<ul style="list-style-type: none">Master of Public Health from a recognized university from a recognized institution.	35	Rs. 40,000/- per month



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Nature of Duties:

For Senior Research Officer/Scientist D:

- Responsible for the scientific, and 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
- 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 Administrative Officer/ Research Officer

- Making arrangements for organizing meetings/seminars/workshops for the Department of Health Research.
- Coordination with ICMR, DDO, and PAO for financial matters.
- Maintaining grants-in-aid register with respect to release of funds.
- Any other work assigned from time to time.
- Assisting in cleaning and storage of data.
- Analysis of data.
- Analysis of weekly reports of interviewers' compliance of the partner institutes.
- Contribute in drafting key documents of the project and in organizing workshops and training programs.



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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 05.11.2024 – 4.30 PM.*
5. For those wishing to apply for two or more different posts, a separate application form must be filled in for each post and scanned and sent with the necessary enclosures in separate emails.

Applicants will be shortlisted based on the details furnished in the application, CV, and the documentary proof provided. The decision of the selection committee will be final in this regard. The final selection will be based on a CV, application, and interview.

EVALUATION CRITERIA:

After the evaluation of the application form, the recruitment process will be as follows:

- a. **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.*



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Interviews for the post may be conducted in person or via videoconferencing as the applicants are expected from all over India, at the discretion of the Principal Investigator. In the latter case, it will be the individual candidate's responsibility to ensure access to a suitable device (computer/ laptop/ mobile) with audio and camera facilities, and an adequate internet connection.

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

Sitanshu
26/10/24

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