



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH
(An Institution of National Importance, Under Ministry of Health & Family Welfare, Government of India)
Dhanvantari Nagar, Puducherry – 6.

REGIONAL CANCER CENTRE

HOSPITAL BASED CANCER REGISTRY & PATTERN OF CARE SURVIVAL STUDIES

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Date: 01-06-2022

HOSPITAL BASED CANCER REGISTRY **REGIONAL CANCER CENTRE**

Applications are invited for the post of **Data Entry Operator (Gr. A) (1 No.)** on Contract Basis for the Project of “**Hospital Based Cancer Registry & Pattern of Care and Survival Studies**” Regional Cancer Centre, JIPMER, Puducherry – 6.

Post: Data Entry Operator (Gr. A)

The job is time bound for a period of 1 year (likely to continue beyond 1 year depending on satisfactory performance).

The following are the criteria for the candidates: -

Sl. No.	Name of the Post	Age Limit	No. of Posts	Consolidated pay per month	Essential Educational Qualification & Experience	Desirable Qualification
1.	Data Entry Operator (Gr. A)	Not exceeding 28 years	01 (One) (Unreserved)	Rs. 17,000/- (per month)	<ul style="list-style-type: none">• Three-year graduate degree from a recognized university (with good command over spoken and written grammatical English) with knowledge of data entry work.• Speed of 8000 key depressions per hour through speed test on computer.	<ul style="list-style-type: none">• 3 years of experience in Health or Hospital-based projects.• Expert knowledge in handling MS Office, other Statistical tools and use of Software Programmes will be an added qualification.• Qualification in typewriting (Lower/Higher), maintenance of accounts, cashbook ledgers will be a major advantage.

GENERAL INSTRUCTIONS & CONDITIONS:

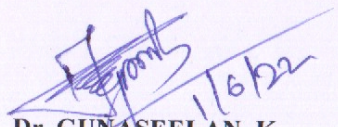
- No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the post is purely on contract basis.
- The total duration of contract in the project is maximum period of **ONE YEAR (01 year)**.
- The above post is filled purely on contract basis, co- terminus of the project & the candidate will have no right to claim for permanent employment in the Institute/under NCDIR/NCRP/ICMR or continuation of his/her services in any other project.
- The candidate will be selected **based on the merit in Written Exam and Skill Test**. No TA/DA will be paid for attending the exam/interview.
- The candidates are advised not to bring any political or other recommendations to influence their selection. Such candidates will be summarily rejected.
- Interested and eligible Candidates may submit their application in the prescribed format (appended) by registered post.
- Attested copies of the following testimonials should be mailed to officehbcrrjipmer@gmail.com:
 - i. **Age proof Certificate (10th/12th Mark sheet/Birth Certificate).**
 - ii. **SSLC/10th Mark sheet, HSC/12th Mark sheet and Degree /Provisional certificate.**
 - iii. **Experience certificate (if any).**
 - iv. **“No objection Certificate” from the present employer if necessary.**
- Candidates are requested to fill the following **Google form**, send the application via **registered post** and scanned copies should be sent via **email** (officehbcrrjipmer@gmail.com) on or before 15th June 2022 5.00 pm.
- Google form Link:
https://docs.google.com/forms/d/e/1FAIpQLSccDIW2i5tZNuQvwhk-8J2hXCPcUE9aH6_p4sclkwQZwZypBA/viewform?vc=0&c=0&w=1&flr=0
Applications received beyond the prescribed date will be summarily rejected.
- All future correspondence will be **sent via E-Mail only**. Hence, all are requested to **provide valid / correct email id(s) and valid Mobile Number** without fail.

The envelope should be labelled as "**Application for the post of Data Entry Operator (Gr. A)** for the Project titled "**Hospital Based Cancer Registry & Pattern of Care Survival Studies**". Eligible candidates will be called for written test and skill test. **Date and venue of exam and skill test will be intimated through e-mail only.**

Only shortlisted candidates will be considered for the further selection process.

Postal Address:

Dr. Gunaseelan. K,
Principal Investigator,
Professor and Head
Hospital Based Cancer Registry Patters of Care and Survival Studies,
Department of Radiation Oncology,
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JIPMER, Puducherry – 605 006.


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