



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH

Dhanvantari Nagar, Puducherry – 605 006

DEPARTMENT OF MEDICAL ONCOLOGY

No.JIP/NOCI/Rec-11-2022

Date: 13 October 2022

Recruitment Notice

Applications are invited by the HOD, **Department of Medical Oncology**, JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER), Puducherry, from candidates fulfilling the following eligibility conditions to work as “**OFFICE ASSISTANT**” on contract basis.

No. of Posts

Office Assistant – 1 post

Selected candidate will be engaged on a contract basis in a project titled: **Network of Oncology Clinical Trial India (NOCI)** supported for funding by Biotechnology Institute of Research Assistance Council, (BIRAC), Department of Biotechnology, Government of India.

NATURE OF WORK:

- Moving and arranging patient files
- Distribution of files among the data entry operators
- Maintenance of the office section

Interested and eligible candidates may email their CV and supporting documents scanned in one pdf to the mail ID: nocirecruitment@gmail.com

ALONG WITH FILLED APPLICATION FORM (PLEASE SEE ATTACHED APPLICATION FORM)

NOTE: Applications not in the prescribed format WILL NOT BE PROCESSED OR ACCEPTED

Please mention the name of the post applied. Application form must be filled for the post as appropriate and scanned and sent **along with supporting documents in a single PDF file to the above email ID.**

The PDF file should be named as:

- “candidate name_OANOCI_2022_noci_application”

Last Date for sending applications and CV by email is 20th Oct 2022 upto 3 PM.

APPLICATIONS must be accompanied by the proof of qualifications as mentioned and proof of work experience. All documents including application in the PRESCRIBED FORMAT must be scanned as a SINGLE PDF file and sent to the above email ID. Applications sent in other formats, or CV alone etc will be rejected. Applications without necessary proof certificates will not be accepted.

Eligibility Criteria:

Essential: 12th Standard (PROOF MUST BE SUBMITTED)

Contractual Remuneration : Rs. 10,000/- (consolidated) per month

Maximum Age Limit: 30 years

Evaluation criteria: After evaluation of the application form, candidates will be called for a written test/ skill evaluation followed by interview.

Terms and Conditions:

1. This position will be purely on temporary/contractual basis for the specified period of time and based on project. The engagement may be extended or curtailed at the discretion of the PI of the project.
2. Qualification should be as mentioned under the eligibility criteria.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Principal Investigator.
4. The post is purely on contract basis for an external sponsored project, and no claim for any regular post in JIPMER shall be entertained.
5. Valid email id and mobile number is 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. Decision of the Principal Investigator 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. Only shortlisted candidates will be called for Interview.
12. Incomplete applications and applications which are not in the format prescribed below and those not satisfying the essential criteria mentioned above will be summarily rejected without assigning any reasons thereof. Candidates may attach their CV with this application. *Application with CV alone without the prescribed form and attachments of certificates etc will be rejected.*



Application for the Post of OFFICE ASSISTANT (Oct 2022)

Print in A4 size paper and fill in with Block Letters with BLUE PEN (and scan and save as candidate name_ OANOCI_2022_noci_application)

1. Name of the Applicant: _____

2. Father's Name: _____

3. Gender (*Male/Female/other*): _____

4. Date of Birth (dd/mm/yyyy): _____

5. Marital Status (Married/Unmarried): _____

6. Age (as on 30th Sep 2022) _____ years _____ months _____ days

7. Nationality: _____

8. Address for Communication: _____

_____ PINCODE _____

9. Permanent Address: _____

_____ PINCODE _____

10. Mobile: _____ 11. Email ID: _____

12. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you? If so, specify: _____

Affix your recent
Passport size Photo
(Do not staple)

13. Educational Qualifications: (Enclose self-attested photocopies)

	Educational Qualification (from SSLC /Matriculation)	Board/University	Mon/Year of Passing	Percent of Marks	Subjects
1	Tenth Equivalent				
2	Higher Secondary				
3	Others(Specify)				

(Add more rows if needed)

14. Check List: (Please tick as proof of enclosures) All Certificates must be attested and be attached in the following order:

- a) **Proof of Indian nationality** (*copy of adhaar /voter Id/ passport /driving license*)
- b) **Certificate in support of age (Tenth equivalent/High School Certificate).....**
- c) **Higher Secondary (Attach certificate)**
- d) **Experience Certificate (s).....**
- e) **Any others (if any)**

Declaration by the Applicant

Application for the post of: OFFICE ASSISTANT for NOCI

I, ----- hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after Exam/Interview, I hereby convey my consent for cancellation of my candidature. Further, I declare I have gone through all the terms and conditions of the appointment. I will abide the same and I will not claim any regularization.

Place:

Date:

(Signature of the Applicant)