

**Department of Preventive and Social Medicine,
JIPMER, Puducherry -605006**

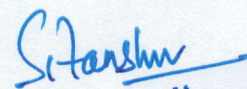
JIP/PSM/Rectt/NTRF/2023

Date: 12.08.2023

WALK-IN WRITTEN TEST/ INTERVIEW

Various posts under the project titled “**National Tobacco Regulatory Forum and Strengthening the regulatory framework in India under the Article 9 and 10 of WHO-FCTC’s Framework**” in the Dept. of Preventive and Social Medicine, JIPMER to be filled purely on a temporary basis for a period of **ONE YEAR** (With a possibility of extension up to 2 years based on performance). Panel of recommended candidates shall be shortlisted based on CVs followed by an interview through video conferencing. The list of posts to be recruited is provided in the **Annexure 1**.

Interested candidates are requested to send their 2-page CV to the **email ID: ntrf.jipmer@gmail.com** **on or before 31/08/2023**. The date of the interview is tentatively scheduled for the third week of September 2023 and the exact date will be notified to the shortlisted applicants through email. Shortlisting of candidates for the interview and their selection to the post will be based on the recommendations of the selection committee. **The monthly remuneration will be based on experience and qualifications.**



Dr. Sitanshu Sekhar Kar
Professor & Head of PSM
Principal Investigator

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Principal Investigator
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JIPMER, Puducherry

Annexure 1

SN	Name & Number of the Post	Qualification	Age limit in years
1	Consultant (1 Post)	<ul style="list-style-type: none">• MPH with 2 years of work experience from a recognized institution	40
2	Administrative Assistant (1 Post)	<ul style="list-style-type: none">• Commerce graduation from a recognized university• At least one year experience in handling research projects administrative and accounts	35

Nature of Duties:

For Consultant:

- Assisting Project lead in project management and execution.
- Evidence synthesis and carrying out reviews on National Tobacco Regulatory Forum.
- Responsible for writing reports and papers that document the project finding.
- Prepare the final report of the project under the direction of PI.
- Conducting and arranging physical and online meetings and other work assigned by PI

For Administrative Assistant:

- Proficient in Microsoft Office (Word/Excel/PowerPoint)
- Skilled in drafting letters and writing reports.
- Can maintain the stock register, and accounts book for maintenance.
- Has good verbal and non-verbal skills and can move around to get the work done.

NOTE:

- Validity of the short list will be valid for **six months** from the date of publication and renewable accordingly.
- 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.
- Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Project Investigator.
- Upper age limit may be relaxed as per Govt. of India rules.
- The posts are purely on a contract basis for an external sponsored project, and no claim for any other regular post in JIPMER/DHR/ICMR shall be entertained.
- **Valid email id and mobile number is compulsory.**
- Consolidated salary of the post may vary from time to time. No other allowance/ facilities other than consolidated salary shall be extended.
- Decision of the selection committee will be final.
- No TA/ DA will be paid for the interview.
- Canvassing of any kind will lead to disqualification.
- Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- If the performance of the appointee is not found satisfactory by the investigator, appointment can be terminated at any time without any notice.
- 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.