REC-02: Advertisement Format

Advt. No. JIPKKL/COMMED/ICMR-PREVENT-D/2026/01 **Date: 05/11/2026**

Advertisement for Recruitment to Project Posts (on Contract)

Applications are invited from eligible candidates to work on the following post(s) on a contract basis in a research project funded by an external agency at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry/Karaikal, as per the details below.

Name of post (number)	**Project Technical Support-III – 01 Nos.**
Likely duration	One year
Consolidated remuneration	Project Technical Support-III: Rs 28,000 per month plus HRA as admissible at the approved posting location (No other allowances are payable)
Project title	Preventable Drowning Events and Emergency Response in Puducherry: A Multi-Source Surveillance and Response Systems Study (PREVENT-D Study).
Funding Agency	ICMR
Project investigator (PI)	Dr L. Karthik Balajee, Additional Professor
PI's department	Community Medicine, JIPMER Karaikal.

Nature of work/responsibilities and expectations:

Project Technical Support-III (01 posts):

a) Staff will be assigned duties in Puducherry and/or Karaikal according to project requirements.
b) The work includes hospital and administrative record review, community visits, interviews, verification of drowning events, environmental site assessments and digital data collection. Travel between study sites may be required.
c) Coordinate surveillance activities across the study locations.
d) Maintain the site calendar, permission tracker and progress records.
e) Supervise field staff and monitor completion of assigned work.
f) Liaise with authorised hospital, police, rescue service, and community nodal persons.
g) Coordinate resolution of missing or inconsistent information.
h) Assist the investigators with progress reports and stakeholder meetings.
i) Any other project-related work assigned by the PI from time to time.

Note: The duties listed above are indicative and not exhaustive. The project staff shall carry out any work assigned by the PI in the interest of the project, including shift duty, field visits and administrative tasks. Refusal to carry out assigned work will be treated as unsatisfactory performance and may lead to termination of the engagement without notice.

Eligibility criteria (Qualifications and experience)

A. Essential:

- Three years' graduate degree in a relevant Subject/field in Public Health, Epidemiology, Social Work, Sociology, Anthropology, Psychology, Nursing, Allied Health Sciences, Life Sciences, Statistics/Biostatistics, Data Science + three years post-qualification experience or PG in relevant subjects /field or for engineering /IT/CS-four years' graduate degree.

B. Desirable:

- Experience coordinating public-health or community research.
- Experience in supervising field staff and monitoring data quality.
- Ability to communicate in Tamil and English.
- Familiarity with spreadsheets, digital data collection and preparation of research reports.

C. Maximum Age Limit:

- Not exceeding 35 years (as on the last date of receipt of applications).
- Relaxation up to 5 years for candidates with experience in a government research organisation, as per ICMR norms.

Name of post (number)	**Project Technical Support-II – 01 Nos.**
Likely duration	One year
Consolidated remuneration	Project Technical Support-II: Rs 20,000 per month plus HRA as admissible at the approved posting location. (No other allowances are payable)
Project title	Preventable Drowning Events and Emergency Response in Puducherry: A Multi-Source Surveillance and Response Systems Study (PREVENT-D Study).
Funding Agency	ICMR
Project investigator (PI)	Dr L. Karthik Balajee, Additional Professor
PI's department	Community Medicine, JIPMER Karaikal.

Nature of work/responsibilities and expectations:

Project Technical Support-II (01 post):

a) Data entry, cleaning and management of the study database; maintain Case Record Forms and study records.
b) Maintain the multi-source surveillance database.
c) Link records from approved hospital, police, medico-legal and other sources.
d) Identify possible duplicates and maintain linkage records.
e) Conduct completeness and consistency checks.
f) Maintain data-query, correction and backup records.

g) Any other project-related work assigned by the PI from time to time.

Note: The duties listed above are indicative and not exhaustive. The project staff shall carry out any work assigned by the PI in the interest of the project, including shift duty, field visits and administrative tasks. Refusal to carry out assigned work will be treated as unsatisfactory performance and may lead to termination of the engagement without notice.

Eligibility criteria (Qualifications and experience)

A. Essential:

- **Project Technical Support-II:** 12th in Science + Diploma (MLT/DMLT / Engineering or equivalent) + Five years' experience in relevant subject/field or Three years' graduate degree in relevant subject/field + two years' experience in relevant subject or PG in relevant subjects /field+ work experience is not required under this route.

B. Desirable:

- Experience entering, checking and managing health-research data.
- Ability to use spreadsheets and digital data-collection applications.
- Experience matching records, identifying duplicates and resolving data queries.
- Familiarity with statistical or GIS software.
- Ability to communicate in Tamil and English.

C. Maximum Age Limit:

- Not exceeding 30 years (as on the last date of receipt of applications).
- Relaxation up to 5 years for candidates with experience in a government research organisation, as per ICMR norms.

Name of post (number)	**Project Technical Support-I– 03 Nos.**
Likely duration	One year
Consolidated remuneration	Project Technical Support-I: Rs 18,000 per person per month plus HRA as admissible at the approved posting location (No other allowances are payable)
Project title	Preventable Drowning Events and Emergency Response in Puducherry: A Multi-Source Surveillance and Response Systems Study (PREVENT-D Study).
Funding Agency	ICMR
Project investigator (PI)	Dr L. Karthik Balajee, Additional Professor
PI's department	Community Medicine, JIPMER Karaikal.

Nature of work/responsibilities and expectations:

Project Technical Support-I (03 posts):

a) Identify and document eligible events through authorised study sources.
b) Extract approved information from records using standard study forms.
c) Conduct verification visits and interview eligible adult participants, including adult parents or guardians of child cases, after obtaining informed consent in accordance with the approved protocol.

d) Record locations and complete environmental-assessment forms.
e) Coordinate with approved community informants and institutional nodal persons.
f) Enter data promptly and resolve queries under supervision.
g) Assist with arrangements and documentation for expert-led first-response sessions
h) Any other project-related work assigned by the PI from time to time.

Note: The duties listed above are indicative and not exhaustive. The project staff shall carry out any work assigned by the PI in the interest of the project, including shift duty, field visits and administrative tasks. Refusal to carry out assigned work will be treated as unsatisfactory performance and may lead to termination of the engagement without notice.

Eligibility criteria (Qualifications and experience)

A. Essential:
- 10th + Diploma (MLT/DMLT /ITI or equivalent) + two years' experience in relevant subject/field or Three years' graduate degree in relevant subject/field + One year experience in relevant subject or PG in relevant subjects /field+ work experience is not required under this route.

B. Desirable:
- Experience in community surveys, hospital record review or field data collection.
- Ability to use a tablet or smartphone for data collection.
- Familiarity with GPS/location recording.
- Experience arranging field visits and maintaining study records.
- Ability to communicate in Tamil and English.

C. Maximum Age Limit:
- 28 years (as on the last date of receipt of applications).
- Relaxation up to 5 years for candidates with experience in a Government research organisation, as per ICMR norms.

Eligible and interested candidates may email the filled application form (attached), along with CV and self-attested supporting documents (scanned in one PDF) to the **Email ID:** icmrpreventdrowning@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__PTS1_2026_application".***
4. *The last date for sending complete applications by email is up to 5:00 PM on 19/11/2026*
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 list of eligible candidates will also be displayed on the JIPMER website. The final selection will be based on the CV, application, and written test/interview.

EVALUATION CRITERIA:

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

a. **Written test:** Project-related topics include surveillance, accurate record extraction, consent and confidentiality, digital data collection, data quality, basic interpretation of health information, General aptitude, computer skills and duties relevant to the post.
b. **Skill Test:** Record extraction, Tamil interview demonstration, data entry/checking and study documentation, data entry in MS Excel/database software.
c. **Interview:** Subject knowledge, communication skills in Tamil and English, and suitability for the project.

- **The written test and interview will be conducted in person at the Department of Community Medicine, Academic Building, JIPMER Karaikal, FCI Road, Kovilpathu, Karaikal – 609602.**
- **Selected candidates will be assigned their primary place of posting in Puducherry or Karaikal according to project requirements, as specified in the appointment offer.**

TERMS AND CONDITIONS:

1. This position is *purely on a 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 is based solely on external funding support.
2. The engagement may be extended or curtailed at the 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. The 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 a CV alone and without the prescribed form and certificates will be rejected.*

Date and time of interview will be notified one week in advance.

L. Karthik Balajee
5/11/26

कार्तिक बालाजी .एल
Dr. KARTHIK BALAJEE L
सह आचार्य / ASSOCIATE PROFESSOR
कम्यूनिटी मेडिसन विभाग
DEPARTMENT OF COMMUNITY MEDICINE
जिप्मेर कारैकाल / JIPMER KARAIKAL

REC-03: Application Format

No. JIPKKL/COMMED/ICMR-PREVENT-D/2026/01 (Recruitment ID as in advertisement)

APPLICATION FOR THE POST OF PROJECT TECHNICAL SUPPORT-I / PROJECT TECHNICAL SUPPORT-II/ PROJECT TECHNICAL SUPPORT-III

(Strike out the post not applied for. Use a separate form for each post.)

For the Project: Preventable Drowning Events and Emergency Response in Puducherry: A Multi-Source Surveillance and Response Systems Study (PREVENT-D Study)

Print on A4-size paper and fill in with block letters using a BLUE PEN

Applicant's name		Affix your recent passport size photo (Do not staple)
Father's name		
Date of birth dd/mm/yyyy)		
Age on last dates for application	___ y, ___ mo, ____ d	
Sex (male/female/other)		
Married/unmarried		
Nationality		
Religion		
Whether SC/ST/OBC		(please attach proof)
Communication address (including PIN)		
Mobile number		
Email ID		

Have you ever been convicted by a court of law or is any criminal case / disciplinary action/vigilance enquiry pending against you? If yes, provide/attach details.		
Language proficiency	Converse	
	Read	
	Write	

Educational Qualifications: *(Enclose self-attested photocopies)*

Qualifications (from SSLC/Matriculation onwards)		Board/University	Year of Passing	% Marks	Subjects
1	Tenth or equivalent				
2	Higher Secondary				
3					
4					
5					
6					
7					

Details of Previous Employment (if any): *(Pls attach PDFs of proof of work)*

	Employer	Designation	From (date)	To (date)	Duration (yrs, mos, days)	Nature of duties
1						
2						
3						
4						
5						
6						

A. Please describe your experience in up to 500 words

B. Fields of Research Experience / Paper submission in national level conference or publications (if any)

C. The work involves record review, participant interviews and field visits at approved study sites in Puducherry and Karaikal. Are you willing to undertake these duties and travel between study locations? (Yes/No) : _____

D. Any other relevant information: _____

Please provide contact information /email and telephone number of your previous employer whom we can contact regarding your previous/ current work. *(Please inform and the persons you list below that they may be receiving calls from us regarding this position, and obtain their permission to mention their names)*

I accept enquires about my previous work with my earlier employer(s): Yes / No

Contact information of previous employer(s):

Name	Designation	Company / Organization Name	Phone	Email ID

Check List: (Please tick against those enclosed)

All Certificates must be self-attested and attached in the following order:

Proof of Identity (Copy of Aadhaar card/ Voter ID / Passport /Driving License	
Certificate in support of age (Tenth equivalent / High School Certificate)	
Degrees/Diplomas	
Experience certificates	
Any others (if relevant; specify)	
Proof of prior research experience, if any	

DECLARATION BY THE APPLICANT

Application for the post of: Project Technical Support-I / Project Technical Support-II / Project Technical Support-III

I, _____, wish to apply for the above contract post in an extramural research project, and hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found false, incorrect or ineligible and detected before or after the selection process, my candidature or employment will be terminated. Further, I declare that I have gone through the terms and conditions of the appointment. I will abide by the same and I understand that through applying, qualifying or engagement on this position, I will have no claim against any regular position at JIPMER.

Place:

Date:

(Signature of the Applicant)

NAME (in block letters)