

Walk-In Interview for Post of Project Assistant on Contract Basis under JIPMER Smile Train Cleft Project

Only eligible candidates can attend the Walk-In Interview for the post purely on contract basis under the JIPMER Smile Train Cleft Project, JIPMER, Puducherry.

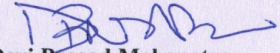
Sl. No.	Name of Post	No. of Post	Consolidated Pay per month	Educational Qualifications and Experience	Terms of Reference
1	Project Assistant	1 (one)	Rs. 15,000/-	BCA/DCA/B.Sc. (IT/CS). Experience: More than two years of experience in projects in any Hospitals.	1. Entering Patients day to day clinical data and well proficiency in Medical terminologies. 2. Collecting the information from the patient like clinical history. 3. Uploading the photographs of the patients like pre-operative, Intra - operative & post-operative online. 4. Assisting and helping Project Coordinator in day to day project works. 5. Coordinating & attending the Health Camps organized by the JIPMER Smile Train Cleft Project (JSTCP) and the Department. 6. Counselling the patient after surgery about cleft care do's & don'ts. 7. Maintenance of Records such as Attendance Register, Log Book, Stock Inventory, etc. 8. Preparation and execution of Awareness Programmes schedule in Co-ordination with the Project Director. 9. Compile Reports of Project on weekly monthly and yearly basis. 10. Minutes of all meetings convened by the Project Director. Maintenance of Project Accounts and payables.

General Conditions:

1. The maximum age limit for the above contract posts is 35 years as on 1st November 2021.
2. The application of candidates who do not fulfill any of the above eligibility criteria will not be considered.
3. The above positions are purely **temporary and contractual**. They are **not under JIPMER**.
4. The initial period of appointment against the posts will be for 1 (one) month which is extendable monthly. Extension of the contract appointment against the posts will be considered on assessment of the performances and continuation of the project by the funding organization.
5. The terms and conditions of contract appointment shall be governed by the contractual bond of Agreement agreed upon by the Institute and the employee concerned.
6. Selected candidates will have to undergo medical examination before joining the post.
7. No TA/DA will be paid for appearing interview and No accommodation will be provided.
8. Canvassing in any form will disqualify the candidate.

Interested eligible candidates can attend the Walk-In Interview along with their bio-data and attested copies of all educational qualifications, experience certificates, testimonials, identity proofs and 2 (two) recent passport size photographs to **Office of Department of Plastic Surgery, 4th Floor, Superspeciality Block, JIPMER, Puducherry – 605006.**

Date of Walk-In Interview 22nd November 2021 at 10:00 am


Dr. Devi Prasad Mohapatra
Project Director, JIPMER Smile Train Cleft Project,
Professor & Head, Department of Plastic Surgery

JIPMER
विभागाध्यक्ष / HOD
संयोजन शल्य चिकित्सा विभाग
DEPARTMENT OF PLASTIC SURGERY
जिपमेर / JIPMER
पुदुच्चेरी / PUDUCHERRY - 605 006