



## Department of Medical Gastroenterology

Vacancy Ref No.JIP/MGE/03-2022/02

Date: 04/03/2022

### Notice of recruitment

The following positions are to be filled on **PURELY TEMPORARY BASIS** for the Biotechnology Industry Research Assistance Council (BIRAC) funded *ad hoc* project entitled “Phase II/III clinical trial of an indigenously developed hepatitis E vaccine and evaluating its immune correlates” at the Department of Medical Gastroenterology, JIPMER, Puducherry 605006.

S.No.	Name & No. of the Post	Qualifications and skills	Approx. Pay/month	Upper Age limit
01	Senior Manager (1 Post)	<b>Essential:</b> 1. M.Sc. in Life Sciences or Ph.D. in Life sciences/ Biomedical sciences with minimum 5 years' experience in execution, conduct and management of project in a health care setting. 2. Demonstrated experience in facilitating collaboration among partners. 3. Outstanding communication, planning and analytical skills with attention to details 4. Ability to work with efficiency and diplomacy as part of a team effort. 5. Providing administrative support and manage correspondence. 6. Organize project related meetings and assist in preparation of agendas, meeting minutes, presentation materials and progress reports. 7. Proficiency in English and MS office	Rs. 50,000/- Consolidated pay	45 years
02	Project Manager (1 Post)	<b>Essential:</b> 1. Ph.D. in Life sciences or Biomedical sciences with three years' of proven experience in molecular biology, primary cell culture and multicolor flow cytometry techniques. 2. Good knowledge of the immune system, infectious diseases, vaccine immune response and statistical data analysis. 3. Ability to maintain accurate lab records and prepare SOPs, project reports, manuscripts. 4. Ability to carry out maintenance of general laboratory equipment and resources. 5. Ability to work independently in collaborative projects. 6. Ability to plan experiments and troubleshoot.	Rs. 45,000/- Consolidated pay	40 years

		<p>7. Detail-oriented and organized with the ability to prioritize.</p> <p>8. Excellent written and communication skills.</p> <p>9. At least one first author publication in a PubMed-indexed journal</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in bulk RNA sequencing, single cell RNA sequencing</li> <li>• Knowledge of statistical packages, such as R, Python, etc. and bioinformatic tools for NGS data analysis</li> </ul>		
03	Junior Research Fellow (1 Post)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. M.Sc. or equivalent degree in Life Sciences/ Molecular Biology/ Biotechnology/Zoology/ Biochemistry / Microbiology /Genetics</li> <li>2. Experience in basic Molecular, Biochemical and Cellular techniques.</li> <li>3. Basic statistical knowledge required for data analysis.</li> <li>4. Detail-oriented and organized with the ability to prioritize.</li> <li>5. Ability to carry out maintenance of general laboratory equipment and resources.</li> <li>6. Proficiency in English and MS office</li> </ol> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in quantitative gene expression analysis</li> <li>• Experience in multicolor flow cytometry</li> <li>• Experience with programming and NGS analysis</li> </ul>	Rs. 38,500/- Consolidated pay	30 years
04	Secretarial Co-ordinator (1 Post)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. M.Sc. in Life Sciences with ability to co-ordinate work across collaborators.</li> <li>2. Excellent communication skills to ensure maximum efficiency.</li> <li>3. Able to undertake a variety of day-to-day office and clerical tasks.</li> <li>4. Knowledge in maintaining files and records with effective filing system.</li> <li>5. Strong organizational skills.</li> <li>6. Ability to prioritize and multi-task.</li> <li>7. Proficiency in English and MS office</li> </ol> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous work experience as a secretarial co-ordinator or in a similar role</li> </ul>	Rs. 33,300/- Consolidated pay	35 years
05	Multitasking Staff (1 Post)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10+2 or equivalent from a recognized institution</li> <li>2. Proficiency in English and Tamil</li> <li>3. Basic computer knowledge</li> </ol> <p><b>Desirable:</b></p> <p>Experience working in a research laboratory</p>	Rs. 15,000/- Consolidated pay	30 years

**Selection Procedure:** Interested and eligible candidates are requested to submit their applications online at the following URL: <https://forms.gle/TZWXAoqS5nmz7qHD6> on or before **20<sup>th</sup> March 2022 before 04:30 pm**. Eligible candidates will be shortlisted and will receive an email confirmation with details of the interview. No TA/DA will be provided for attending the interview.

The post is time bound for a period of 1 year (likely to continue beyond 1 year depending on satisfactory performance). Applications received after the closing date i.e., 20<sup>th</sup> March 2022 04:30 PM will be summarily rejected.

For further queries, if any, Principal Investigator may be contacted at **hev.nbmproject@gmail.com**

## **TERMS AND CONDITIONS**

1. Valid email ID and mobile number is essential
2. Selected candidate should bring along original certificates in support of his/her age, certificate of academic qualifications, experience, list of publications, a valid photo ID and address proof at the time of joining.
3. Appointment is purely on temporary basis and will be initially for a period of one year with possibility for extension without any right for other regular posts in JIPMER, Puducherry.
4. The appointee will get a consolidated salary. No other allowance/facilities other than consolidated salary will be provided
5. Validity of the shortlist will be for up to one year from the date of publication of the results
6. Qualification and experience should be from a reputed institute in the relevant discipline/field
7. Qualification, experience, other terms, and conditions may be relaxed / altered at the discretion of the Principal Investigator.
8. The appointee shall perform the duties as assigned to him/her by the Principal Investigator,
9. If performance of the appointee is not found satisfactory by the Principal Investigator, the appointment can be terminated at any time without assigning any reason.
10. The appointee may request to be relieved from the post by giving 30 days' prior notice or salary in lieu thereof
11. No accommodation will be provided by the institute/ Principal Investigator.
12. Submission of wrong or false information at any stage of the selection process shall disqualify the candidature.
13. Canvassing of any kind will lead to disqualification.

Principal Investigator  
NBM-BIRAC project