

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases
WALK-IN-INTERVIEW/ WRITTEN TEST (NOTIFICATION)

Date of Interview: 14th February 2019

The Indian Council of Medical Research (ICMR), of the Department of Health Research (DHR), New Delhi, the apex body in India for the formulation, coordination and promotion of biomedical research, is one of the oldest medical research bodies in the world.

The Primary objective of Tata Trusts is to impact the quality of life of the community. Tata Trusts have been working on a range of thematic areas cutting across diverse developmental issues like Health, Education, Media & Arts, Natural Resources & Livelihoods and Urban Poverty

The Govt. of India through Indian Council of Medical Research (ICMR) has setup an “Indian TB Research Consortium (ITRC)” to advance technology and product development by harnessing interdisciplinary expertise and regional complementary strengths and focus on building and strengthening scientific capabilities and generating a better understanding to aid in accelerating the development of new diagnostics, new & improved vaccines and Immunotherapies, drugs for TB.

ICMR & Tata Trusts also have an MOU for ITRC activities and for hiring of Consultants (Scientific and Administrative).

Following posts is to be filled purely on contractual basis for working under the programme entitled 'India TB Research Consortium' (ITRC) under Division of Epidemiology and Communicable Diseases (ECD), ICMR Hqrs Office, New Delhi.

Interested candidates for the positions mentioned below are invited to appear for the walk-in interview along with 6 copies of their applications in prescribed format (Annexure 1) with one photograph on **14th February 2019 between 9:00 am to 10:00 am(as mentioned against the respective posts below)** at Indian Council of Medical Research Ansari Nagar New Delhi 110029. The candidates can also submit their CV strictly the prescribed format attached before at teamtbsonsortium@gmail.com; vadehra.icmr@gmail.com However the candidate should report for interview at 9.00AM for appearing for the interview on the date mentioned above in person for application/CV to be considered in interview.

Latecomers will not be entertained after 11:00 A.M. under any circumstances.

1. Consultant Medical Writer – One Post

Sl. No.	Details		Requirements/Information
1.	A	Name of post	Consultant Medical Writer
	B	No of vacancies	One
	C	Essential Qualifications	<ul style="list-style-type: none"> • Post Graduate Degree (MD/MS/DNB) with one year* of demonstrated experience of clinical research OR • Post Graduate Diploma in clinical research after MBBS/BAMS or equivalent with 2 years* of demonstrated experience in clinical research/trial OR • Ist class Masters (MSc/ M.Pharma) in medical Pharmacology/Biotechnology/ClinicalResearch/Microbiology/Biochemistry with 4-6 years* demonstrated experience in clinical research/trial
	D	Desirable	<ul style="list-style-type: none"> • Demonstrated Experience in regulatory writing as a part of pharmaceutical or CRO industry • Significant knowledge of global , national and other clinical development guidelines • Excellent computer skills and relevant applications
	E	Age	Not exceeding 50 years
	F	Nature of duties	<ul style="list-style-type: none"> • Independently research, write and edit peri/ post –approval clinical study reports, study protocols and standard response documents. • Provide high quality medical and scientific writing from planning and conduct of literature search through editing of final drafts. • Contributing to a variety of documents for clinical research and regulatory purposes, including clinical research protocols, annual and final study reports , investigator’s brochures and regulatory submissions including clinical summary reports(CSR), clinical evaluations(CER) and post market surveillance (PMS) reports • Produce complex clinical or scientific documents such as manuscripts, posters, abstracts, oral presentation slide decks, review articles and dossier. • Provide senior review of documents and training/ mentoring for other writers. • Manages all aspects of planning , organizing and executing projects without supervision including : developing project timelines, standards, budgets, forecasts and contract modifications • Liaises with other functional units as necessary. • Any other work that may be assigned from time to time by the concerned ICMRofficials. • The job may require travel to the trial sites and attending outstationmeetings
	G	Consolidated Emoluments	UptoRs. 70,000/- per month**

	H	Tenure	One year
	I	Syllabus for written examination	Degree level related to project work, if Written Test conducted
	J	Date & Time of Written Test/ Interview	14thFebruray, 2019. Reporting time 10:00 am- 11:00 am

2. Post of Consultant (Clinical Coordinator) : One

S.NO.	Details		Requirements/Information
1.	A	Name of Posts	Consultant (Clinical Coordinator)
	B	No. of Vacancies	One Post
	C	Essential Qualification	<ul style="list-style-type: none"> • Post Graduate Degree (MD/MS/DNB) with one year* of demonstrated experience of clinicalresearch /Trial OR • Post Graduate Diploma in clinical research after MBBS /BAMS or equivalent with 2years* of demonstrated experience in clinical research/ trial OR • Ist class Masters (MSc/ M.Pharma) in medical Pharmacology/Biotechnology/Clinical Research/Microbiology/Biochemistry with 4-6 years* demonstrated experience in clinical research/ trial of which one year should be in TB research
	D	Desirable Experience	<ul style="list-style-type: none"> • Able to prepare SOPs and related documents for clinical trial conduct. • Thorough knowledge and understanding of ICH GCP guidelines and relevant regulatory requirementsfor clinical trial conduct. • Experience in co-coordinating projectactivities • Good communicationskills
	E	Age	Limited as on date: up to 70 years
	F	Nature of Duties	<ul style="list-style-type: none"> • Coordination of all trial related activities and implementation at the sites. • Communication to International and Nationalagencies. <p>Medical Writing</p> <ul style="list-style-type: none"> • Preparation of essential documents including study protocol, CRFs, ICDs,etc. • Plan, coordinate and conduct site activities including site selection /assessment, prepare monitoring plans, conduct monitoring checks and site visits/report asrequired. • Trial Data review and checks for accuracy and adequacy • Any other work that may be assigned from time to time by the concerned ICMRofficials. • The job may require travel to the trial sites and attending outstationmeetings. • Preparation of financial documents, Data Programme Report, Reportwriting

			• Drafting letters for sending to various organizations
	G	Consolidated Emoluments	Upto Rs.50,000/- per month **
	H	Tenure	One Years
	I	Syllabus for Written Examination	Degree level related to project work, if written Test conducted
	K	Date & Time of Written Test/ Interview	14thFebruray, 2019. Reporting time 10:00 am- 11:00 am

3. Consultant (Scientific) : One Post

S. No	Details		Requirements/Information
1.	A	Name of post	Consultant (Scientific)
	B	No of vacancy	One
	C	Essential Qualifications	<ul style="list-style-type: none"> • Post Graduate Degree (MD/MS/DNB) with one year* of demonstrated experience of clinical research OR • Post Graduate Diploma in clinical research after MBBS /BAMS or equivalent with 2 years* of demonstrated experience in clinical research/trial OR • Ist class Masters (MSc/ M.Pharma) in medical Pharmacology/Biotechnology/ClinicalResearch/Microbiology/Biochemistry with 4-6 years* demonstrated experience in clinical research/trial • Should possess administrative skills for managing the clinical research.
	D	Desirable	MD/ or PhD with clinical Research experience in the relevant areapreferably from a Government Institute i. Good Scientific writing/Communication skills. ii. Knowledge of computer applications or business intelligence tools/data management / data synthesis
	E	Age	Not exceeding 60 years
	F	Nature of duties	<ul style="list-style-type: none"> • Coordination of project activities and Implementation at all sites. Travel to trial sites for assessment and monitoring. • To work under team leader and complete the specialized tasks assigned in the related area of work in time. • Literature review and preparation of study protocols for TB related clinical trials. Preparing amendment for protocol and related documents • Coordinating with Regulatory team for and making study protocol presentation to DCGI office • Preparing and Convening Investigators meetings for finalization of protocols • Organizing & co-coordinating protocol review meets whenever required by ITRC.

		<ul style="list-style-type: none"> Coordinating with other divisions of ICMR for getting inputs related to various issues like IPR etc. Preparation of various protocol related documents as per WHO and DCGI guidelines Preparing Clinical data management plan, design CRF and organize training of the project staff for the electronic data entry. Writing scientific papers for publications in various journals Any task/ duty assigned by the Programme officer. The job may require frequent travel to sites for quality assurance check and quality management.
G	Consolidated Emoluments	UptoRs. 90000/- (consolidated) per month**
H	Tenure	One year
I	Syllabus for written examination	Degree level related to project work, if Written Test conducted
J	Place of work	ICMR/DHR Hqrs., New Delhi
K	Date and Time of written Test/interview	14thFebruray, 2019. Reporting time 10:00 am- 11:00 am

4. Post of Consultant (Accounts)

S. No.	Details	Requirements/Information
1.	A Name of post	Consultant (Accounts)
	B No of vacancies	One
	C Essential Qualifications	Bachelor's Degree / Master's Degree in Commerce from a recognized University with sound knowledge of Accountancy and GFR with atleast 5-8 years* experience of Accounting Management from a reputed Institution/Project. OR Retired Government employee from the post of Section Officer or Account Officer or equivalent from Central Government or its Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs. 9300-34800 + Grade pay of Rs. 5400/- and above at the time of retirement and having at least 10 years* work experience in the administration, finance and accounts matter.
	D Desirable	Proficiency in the latest Accounting packages and Knowledge of MS Office (Word, Power Point, Excel) along with latest version of Tally
	E Age	Upto maximum 70 years
	F Nature of duties	<ul style="list-style-type: none"> Coordination of finance and administration related project activities and coordination at all sites. Communication to National agencies, MOH&FW regarding Statement of Expenditure and Utilization reports. Preparation of financial documents, Accounts books etc. Any other work that may be assigned from time to time by the concerned ICMR officials Job may require travel to the project field sites and attending outstation meetings.

	G	Consolidated Emoluments	Rs.50,000/- p.m**
	H	Tenure	One year
	I	Syllabus for written Examination	Graduate Degree level if Written Test conducted
	J	Place of work	ICMR Hqrs.
	k	Date & Time of Written Test/ Interview	14thFebruray, 2019. Reporting time 10:00 am- 11:00 am

5. Post of Consultant Programmer- One Post

S.NO.		Details	Requirements/Information
1.	A	Name of Posts	Consultant Programmer
	B	No. of Vacancies	• One Post
	C	Essential Qualification Minimum Experience required	<ul style="list-style-type: none"> • M.sc (in Computer Science) /B.Tech (in Computer Science) / B.E.(in Computer Science)M.Tech(in Computer Science) with 6 years* R&D/Teaching experience from a recognized University with 6 years* of experience or equivalent degree from a recognized University OR • Retired Government employee drawing pay in pay band Rs.15600-39100+ grade pay of Rs. 5400/- at the time of retirement and having above mentioned qualifications with at least 20 years *experience in the above mentioned field.
	D	Age	• Upto 70 years
	E	Desirable	<ul style="list-style-type: none"> • Ph.D. candidates will be given preferences. • Doctorate or M.Tech Degree in Computer Science or relevant subject from a recognized University. • Additional Post-Doctoral research/teaching experience in Computer Science and related discipline in recognized institutes(s). • Strong Knowledge of android, PHP and web development. • Strong Knowledge of working and development in LINUX environment. • Knowledge of MySQL, POSTGRE, NoSQL.
		Nature of Duties	<ul style="list-style-type: none"> • Providing data management and analysis services as requested by the project implementing sites. • Work on collaborative research projects initiated by the Exploratory Team. • Development of various eCRFs, data tools and algorithms. • Any task/ duty assigned by the Programme officer. • Providing technical support to the Exploratory Team (if required). • The job may require travel to the trial sites and attending outstation meetings.
	F	Consolidated Emoluments	UptoRs. 80,000 per month **

	G	Tenure	One Year
	H	Place of Work	ICMR Hqrs.
	I	Date & Time of Interview	14th Februray, 2019 Reporting time 9:00 am- 9:30 am

Notes: PhD in relevant subject shall be treated equivalent to three years of experience.

*Selection committee may relax in experience in criteria with exceptionally good candidate possessing essential qualifications

** Salary will be decided depending upon the experience and suitability of the candidate.

Selection Procedure: Interview will be conducted for the eligible candidates. However, if more number of candidates are found eligible for the post advertised, Written Test/ Skill Test may also be conducted on the same day before final round of Interview.

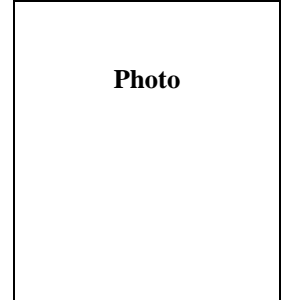
The candidates should bring **6 copies of biodata** along with all original certificates of educational qualifications (from SSC onwards), experience, Aadhaar Card, with one set of photocopies of the same duly attested (can be self attested) along with a passport size photograph for attending the Written Test/Interview. No TA/DA will be paid for attending the Written Test/ Interview. The recruited project staff is eligible for leave as per rules and will have to give an undertaking before joining.

GENERAL CONDITIONS: The conditions for employment will be the same as that of the project staff on contract basis. The candidates have no right to claim for any regular employment at this Institute. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc., will be reckoned as on the date of walk-in written test/ Interview.

Note: No electronic device including Calculator and Mobile phones would be allowed in the examination Hall.

INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI-110029

APPLICATION FORM



1. Name of the Project : **“India TB Research Consortium”**
2. Applying for the Post of : _____
3. Name of the Candidate : _____
4. Father’s Name : _____
5. Sex (Male/Female) : _____
6. a) Date of Birth (Date/Month/Year) : _____
- b) Present Age (as on last date of receipt of Application) : _____ Years _____ Months _____ Days
7. Postal Address (Present) : _____

8. Permanent Address : _____

9. Email ID (Mandatory) : _____
10. Mobile No. (Mandatory) : _____
11. Educational Qualification
a) Essential Qualification:

Examination passed	Year of passing	Name of the Board/ University	Class/ Percentage obtained	Subject Studied
10 th				
12 th				
Graduation				
Post-Graduation				
Other Qualification, if any				
Other				

b) Desirable qualification as per advertisement:

12. Work Experience (Total Number of Years):

S. No	Name of the Employer (Name of the office/Institution)	Period (Date/month/year)		Post held and responsibilities
		From	To	

13. Any other Research Experience / Information

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14. Check List

S. No.	Title	(Please tick)
1	Documentary proof of date of birth (PDF/JPG)	
2	All Educational Qualification Certificates (PDF/JPG)	
3	Experience certificate from previous and current employer (PDF/JPG)	
4	Scan copy of Signature (JPG)	
5	Scan copy of Passport Size photograph (JPG)	

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature / appointment shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

Place:

Date:

(Signature of the Candidate)