



In-Person /Online Interview for Consultant (Finance)/ Project Officer under the project Randomized evaluation of Covid-19 therapy (RECOVERY)

Randomized Evaluation of Covid-19 therapy (Recovery) is a time-bound activity. ICMR has embarked on implementation of this study expeditiously. To undertake this activity effectively and in a time-bound manner, we are in search of candidates having a high level of commitment and dedication to work. Preference will be given to those having work experience in clinical trials /Health Research

Details Posts:

1. Consultant (Finance) – 1Post
2. Project Officer - 1Post

Place of Posting –ICMR Hq, New Delhi

The candidates are required to send in advance the filled-in application form (attached as Annexure A along with Curriculum vitae, copies of major publications (if any), copies of testimonials including qualifications, and experience by e-mail (recovery.icmr.secretariat@gmail.com) latest by 30th April 2022, by 5.00 PM. Following a screening of the received applications, only shortlisted candidates will be contacted for the interview.

The email should also mention their contact number. Subject of the email should clearly mention about the position applied alongside the name of project.

Selection to the above post will be decided based on the availability, possession of qualifications and experience by each candidate, and performance during the interview. The qualifications are as under

Position 1

Name of the Post:	Consultant [Finance]
Essential Qualification:	Retired Government employee with bachelor's degree in any discipline drawing pay in the pay band Rs 9300-34800 .Grade Pay of Rs 5400- and above at time of retirement and having atleast 10 years' work experience in finance and accounts
Desirable Qualification & Experience:	Knowledge of clinical trial documentation and related expenditures. Knowledge about insurance procedures in clinical trial Knowledge of grant management in ICMR/Government bodies Excellent oral and written communication skill.
Job Description:	<ol style="list-style-type: none">1. Get familiar with CTA of Recovery and study protocol2. Prepare study related finance documents3. Keep a track of expenditure incurred during the study and Inform PI about any deviation/anticipated deviation from the approved budget4. Take part in regular meetings to provide inputs regarding management of funds5. Coordinate with study sites for their UC and SoE6. Coordinate with finance division for timely release of funds as per the agreements and rules7. Any other job as assigned by PI.
Age Limit	Maximum 70 years
Emoluments	Rs 60,000 consolidated
Date and time of interview	Will be communicated to the short-listed candidates by email or phone . P.S- No correspondence will be made to candidates not shortlisted for the interview

Position 2

Name of the Post:	Project Officer
Essential Qualification:	Graduate in science /Relevant Subject from recognized university with 5 years' work experience from a recognized institute or master's degree in relevant subject
Desirable Qualification & Experience:	Must be well versed with MS office/MS Excel Must have knowledge of clinical trial documentation and processes Must have excellent oral and written communication skill.
Job Description:	Get well versed with CTA and study protocol Coordinate with various sites Appraise PI about any bottlenecks being faced by the sites Coordinate with study sites regarding any challenges faced
Age Limit	Maximum up to 30 years
Emoluments	Rs 32,000 consolidated
Date and time of online based interview	Will be communicated to the short-listed candidates by email or phone . P.S- No correspondence will be made to candidates not shortlisted for the interview

INSTRUCTIONS TO THE CANDIDATES:

1. Incomplete application or application without supportive evidence asked for, shall be summarily rejected.
2. The initial contract period for the posting is for 1 year or till the completion of the project whichever is earlier.
3. The conditions of employment will be the same as that of the project staff on contract basis
4. Experience certificate should clearly state the nature of work during the period of employment
5. The candidates have no right to claim for any regular employment at this Institute.
6. 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
7. The institute reserves the right to fill up or not to fill the advertised posts even after conducting the interview/test.
8. Age relaxation as per ICMR Guidelines
9. The Director-in-charge/Selection Committee has the right to
 - i. increase or decrease the number of posts
 - ii. accept / reject any application without assigning any reason thereof
 - iii. cancel the advertisement or re-advertise the post without assigning any reason thereof and no recommendation in this matter will be entertained.

Canvassing and bringing pressure in any form for short listing, interview and employment will be a disqualification and barred from selection process

(Ved Prakash)
Administrative Officer,
ECD

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Annexure A

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology & Communicable Disease

APPLICATION FORM

Photo

1. Name of the Project : _____
2. Applying for the Post of : _____
3. Name of the Candidate : _____
4. Father's Name : _____
5. Sex (Male/Female) : _____
6. Community/ Caste : Gen OBC SC ST
7. a) Date of Birth (Date/Month/Year) : _____
- b) Present Age (as on last date of Days receipt of Application) : _____ Years _____ Months _____
8. Postal Address (Present) : _____

9. Permanent Address : _____

10. Email ID (Mandatory) : _____
11. Mobile No. (Mandatory) : _____
12. Educational Qualification

a) Essential Qualification:

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

b) List Desirable qualification as per advertisement:

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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.	Documentary proof of Community/Caste (PDF/JPG)	
3.	All Educational Qualification Certificates (PDF/JPG)	
4.	Experience certificate from previous and current employer (PDF/JPG)	
5.	Scan copy of Signature (JPG)	
6.	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:

(Signature of the Candidate)

Date: