

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases

WALK-IN- INTERVIEW /WRITTEN TEST

Venue: ICMR, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi
Date : 26th September, 2019
(Reporting Time: 09:00 to 11:00 AM)

Indian Council of Medical Research (ICMR), 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.

Indian Council of Medical Research (ICMR) has initiated various projects for development of new tools and implementation strategies to support Govt. of India under TB Elimination Goal by 2025.

Following posts are to be filled purely on contractual basis for working under various Flagship programme under Division of Epidemiology and Communicable Diseases (ECD-I), ICMR Hqrs. Office, New Delhi.

Interested candidates for the various positions mentioned below are invited to appear for the Walk-in-interview/Written Test along with **5 copies of their updated Bio data/ CV** on **26th September, 2019** between 09:00 A.M to 11:00 A.M at following address at Indian Council of Medical Research, Ansari Nagar, New Delhi-110 029. **Late comers will not be entertained beyond 11.30 AM under any circumstances.**

Address:

Indian Council of Medical Research,
V. Ramalingaswami Bhawan, Ansari Nagar
Ansari Nagar, New Delhi-110 029

1. Consultant (Scientific) Clinical Development- One post

S. No.	Details		Requirements/Information
1.	A	Name of post	Consultant (Scientific) Clinical Development
	B	No. of posts	one Post
	C	Essential Qualifications	<p>Post Graduate Degree (MD/MS/DNB/Ph.D) after MBBS with one year of demonstrated experience in clinical research /Biomedical Research from reputed Institution.</p> <p>OR</p> <p>MBBS or equivalent with four year of clinical experience in Government Institution of which 2 years should be demonstrated experience in clinical research /Biomedical Research from reputed Institution.</p> <p>OR</p> <p>1st class Masters in M. Pharma, M.Sc in Pharmacology/Medical Microbiology / Biotechnology with 4 years of demonstrated experience in clinical research/ Biomedical Research from reputed Institution.</p> <p>OR</p> <p>1st class Masters in M. Pharma, M.Sc in Pharmacology/Medical Microbiology / Biotechnology with Ph.D in any of these subjects with 2 years of demonstrated experience in clinical research/ Biomedical Research from reputed Institution.</p>
	D	Desirable	<ul style="list-style-type: none"> ➤ Experience in conducting clinical research Biomedical Research. ➤ Experience in literature search, publications ➤ Have medical writing skills for writing protocols/ clinical study reports/ prepare CRFs, proforma etc. ➤ Able to prepare SOPs for clinical trial conduct. ➤ Thorough knowledge of GCP, GCLP, ICH guidelines and regulatory requirements for clinical trial. ➤ Good communication skills
	E	Age	Limited as on date : up to 60 years
	F	Nature of duties	<ul style="list-style-type: none"> ➤ Work as per the ITRC SOPs and undertake new project clinical trial development plan. ➤ Drafting of new study protocols/proposals/study reports/ note/publications in journals etc. or potential research in Tuberculosis ➤ Designing and providing inputs in clinical protocol development for various thematic (Vaccines, diagnostics, therapeutics, Implementation research) areas of TB research. ➤ Prepare the SOPs for the project/clinical trial under ITRC and ensuring the compliance with activity and the project targets. ➤ Prepare clinical trial plan with the new leads/molecules and

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		<p>submit to the team lead with details in a time bound manner.</p> <ul style="list-style-type: none"> ➤ Co-ordinate the activities of the India TB Research consortium ➤ Ensure that all processes contributing to the performance of a clinical trial are conducted properly. ➤ Prepare monthly status update report of the performance with targets set and achieved and submit to PO monthly. ➤ Prepare minutes of meetings and take follow-up actions ➤ Report the status of the quality levels of the staff, systems and production activities. ➤ The job may require frequent All India travel to study sites for related work, meetings. ➤ Any other job assigned by the PI or Programme officer.
G	Consolidated Emoluments	Rs. 70,000/- per month consolidated.
H	Tenure	Initially 6 months. Could be extended
I	Syllabus for written examination	Degree level related to project work, if Written Test conducted
J	Place of work	ICMR/DHR, New Delhi
K	Date and time of Interview	26th September, 2019 , 2019 at 12.00h onwards (reporting time: 9,00AM to 11.00AM) at ICMR HQ.

2. Post of Consultants (Administration) -One

Sl. No.	Details	Requirements/Information
A	Name of post	Consultant (Admin)
B	No of vacancies	One
C	Essential Qualifications	Bachelor's Degree in Maths/Science subjects from a recognized University with MBA with at least 5 years of experience after graduation in managing administrative work related to projects from a reputed Institution.
D	Desirable	Good knowledge of English language and computers specially MS Office (Word, Power Point, Excel) and GFR
E	Age	Upto maximum 60 years
F	Nature of duties	<ul style="list-style-type: none"> • Coordination of administrative work related to multiple project activities and coordination at all sites. • Opening of new files, processing of projects for approval and sanction • Communication to organizations, PIs, MOH&FW regarding Statement of Expenditure and Utilization reports.

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		<ul style="list-style-type: none"> • Preparation of sanction letters and obtaining the project reports, UC/SOEs and other financial documents from PI/organizations. • Organizing meetings and preparation of invitation letters. • Maintain ledger for the expenditure and purchases from the project funds and keep a stock of project related items/inventories • Any other work that may be assigned from time to time by the concerned ICMR officials
G	Consolidated Emoluments	Maximum upto Rs. 60,000/- p.m fixed without any other allowances depending on experience and qualification
H	Tenure	Initial for 6 months may be extended upto project period
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	26 th September, 2019 at 12.00h onwards. (Reporting time 09:00AM to 11:00 AM)

SELECTION PROCEDURE: Interview will be conducted of the eligible candidates. However, if more number of candidates 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 **5 copies of biodata** along with all original certificates of educational qualifications (from SSC onwards), experience, Aadhaar Card, with **five set of photocopies** of the supportive documents duly attested (can be self-attested) along with a passport size photograph for attending the Written Test/ interview.

The appointment is purely on contractual basis. 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 of 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

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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. However the selection Committee reserves the right to reduce the experience in case of deserving candidates.

Note: No electronic device including Calculator and Mobile phones are allowed in the examination Hall

For any query, Please contact at 011-26589699


Administrative Officer
For Director General

28th Aug, 2019