ANNEXURE-A

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: 8th August 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.

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

Following posts are to be filled purely on contractual basis for working under the various projects 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 (as per enclosed format) on 8th August 2019 between 09:00 A.M to 11:00 A.M at Indian Council of Medical Research, Ansari Nagar, New Delhi-110 029. The Biodatas may be sent via e-mail at teamtbconsortium@gmail.com

Late comers will not be entertained beyond 11.00 AM under any circumstances.

A. For Central Project Management Unit Under 'National TB Prevalence Survey'

S. No.	Details		Requirements/Information
1.	A	Name of post	Consultant (**Survey Coordinator)**
	B	No. of vacancies	One Post
	C	Essential Qualifications	MBBS degree recognized by MCI or equivalent degree from recognized University with Postgraduate degree/diploma in public health/MPH with five (5) years R&D experience in the relevant subjects after MBBS degree. (OR) Post graduate degree (MD/DNB) after MBBS or equivalent from recognized university with four (4) year R&D/public health experience in relevant subjects from recognized institutions
	D	Desirable	➢ Doctorate or MD or Master degree in the relevant subject (Community Medicine/ Preventive & Social Medicine/ Pediatrics/ Medicine/ Tropical Medicine/ Community Health Administration/Health Administration/ Family Medicine/ Epidemiology/ Public Health) from a recognized university ➢ Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s) ➢ Knowledge of Computer Applications or Business Intelligence tools /Data Management ➢ Minimum One-year experience in RNTCP
	E	Age	Limited as on date : up to 70 years
	F	Nature of duties	➢ Has experience in national and sub-National surveys ➢ Get trained in Protocol of National TB Prevalence Survey, India as well as SOPs and training manuals ➢ Supervise and monitor Field Survey Teams in structured way as per SOPs ➢ Assist Project Management Unit in training & sensitizations of various stake holders at various level as well, as other preparatory activities for the survey ➢ Coordinate with Survey Team and State / local RNTCP team / National regional Institutes in establishing cluster survey activities ➢ Create regular reports on survey activities and give feedback to Survey Team and appraise Nodal officer for Survey at National Institute for Research in Tuberculosis and other Stakeholders ➢ Coordination with states for organizing training required for Survey ➢ Ensuring server maintenance, security and updates ➢ Assist in ongoing, interim analysis of survey activities and results ➢ Ensure timely completion of ongoing and pending activities ➢ Any other job as assigned by PI
	G	Consolidated Emoluments	Rs. 75000/- per month
	H	Tenure	Initial for one year and may continue upto 18 months
	I	Syllabus for written	Degree level related to project work, if Written Test conducted

		examinati on	
	J	Place of work	ICMR/DHR, New Delhi
	K	Date and Time of Interview	8th August 2019 at 12.30 PM onwards (Reporting time 9.00AM) at ICMR HQ.

B. For Project Management Unit Under 'Ration Study'

S. No.	Details		Requirements/Information
1.	A	Name of post	Consultant (Scientific) Project Coordinator
	B	No. of vacancies	One Post
	C	Essential Qualifications	Post Graduate Degree (MD/MS/DNB/Ph.D/MPH) after MBBS with one year of demonstrated experience in Implementation research/clinical research/Biomedical Research/field research from reputed Institutions. OR MBBS or equivalent with MPH with two year of demonstrated experience in Implementation research/clinical research/Biomedical Research/field research from reputed Institutions. OR 1st class Masters/M.Sc in Nutrition/Community Medicine with 6 years demonstrated experience in Implementation research/clinical research/Biomedical Research/field research from reputed Institution
	D	Desirable	➢ Experience in conducting Nutritional studies /clinical research/National Task Force/Biomedical Research. ➢ Experience in managing and maintaining databases for quality systems. ➢ Able to prepare & revise SOPs, logs for clinical trial conduct. ➢ Thorough knowledge of schedule Y, GCP, ICH guidelines and regulatory requirements for clinical trial conduct. ➢ Good communication skills
	E	Age	Limited as on date : up to 70 years
	F	Nature of duties	➢ Ensure that all processes contributing to the performance of a clinical trial/ Field based multi-centric studies are conducted properly. ➢ Troubleshoot clinical trials and multi-centric projects. ➢ Prepare and assist in preparing annual reports and quality trending reports. ➢ Report the status of the quality levels of the staff, systems and production activities. ➢ Keep upto date with all quality and compliance issues. ➢ Any other job assigned by the PI or Programme officer ➢ The job may require frequent travel to sites for monitoring, quality assurance and quality management.
	G	Consolidated Emoluments	Maximum Rs. 100000/- per month depending upon experience and knowledge.
	H	Tenure	Initial for one year and may continue upto Three Years
	I	Syllabus for written	Degree level related to project work, if Written Test conducted

		examination	
	J	Place of work	ICMR/DHR, New Delhi
	K	Date and Time of Interview	8th August 2019 at 12.30 PM onwards (Reporting time 9.00AM) at ICMR HQ.

C. For TB Vaccine Trial

S. No.	Details		Requirements/Information
1.	A	Name of post	Consultant (Scientific) Clinical Service
	B	No. of vacancies	Two Posts
	C	Essential Qualifications	Post Graduate Degree (MD/MS/DNB/Ph.D) after MBBS with one year of demonstrated experience in Vaccine/drug trial/clinical research/Clinical management from reputed Institutions. OR MBBS or equivalent with four year of clinical experience in Government Institution of which 2 years should be demonstrated experience in regulatory Vaccine/drug trial/clinical research from reputed Institutions.
	D	Desirable	➢ Experience in conducting Vaccine/drug trial/clinical research /Clinical Management. ➢ Able to prepare safety reports and ensure the timely management and reporting of AEs an SAEs by sites by supporting them ➢ Experience in managing and maintaining databases for quality systems. ➢ Able to prepare SOPs for trial conduct and write safety reports and SAE narratives. ➢ Thorough knowledge of GCP, ICH guidelines and regulatory requirements for clinical trial conduct. ➢ Good communication skills
	E	Age	Limited as on date : up to 70 years
	F	Nature of duties	➢ Monitor the clinical trial and Prepare strategy for site monitoring and timely completion of recruitment targets and follow -up visits ➢ Checking of resources and Site initiation ➢ Monitor vaccine trial, check all the source documents and completeness of data CRFs and ensuring timely completion of data entry in compliance with study protocol. ➢ Review SAE tracker and SAE document repository every 15 days ➢ Prepare a patient tracker and discuss with site PI to ensure compliance and minimize missing visits of subjects ➢ To match the tracker every week against recruitment target

			for each site and take necessary actions accordingly ➢ Discussion with PI's and project staff for patient compliance ➢ Review of Ensure that all processes contributing to the performance of a clinical trial are conducted properly. ➢ Prepare and assist in preparing annual reports and quality trending reports. ➢ Prepare the site wise and consolidated site report regarding enrollment data vs. targets and share with Team lead/PO every week. ➢ Keep upto date with all quality and compliance issues and Report the status of the quality levels of the staff, systems and production activities. ➢ Any other job assigned by the PI or Programme officer ➢ Job requires frequent All India travel to sites for monitoring, quality assurance and quality management for at least 15 days a month.
	G	Consolidated Emoluments	Maximum Rs. 80,000/- per month depending upon experience and knowledge.
	H	Tenure	Initial for one and may continue upto threeYears
	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 Interview	8th August, 2019 at 12.30 AM onwards (reporting time: 9,00AM) at ICMR HQ.

S. No.	Details		Requirements/Information
2.	A	Name of post	Consultant (Senior Project Manager)
	B	No. of vacancies	One Post
	C	Essential Qualifications	Post Graduate Degree (MD/MS/DNB/Ph.D) after MBBS with four years of demonstrated core experience after postgraduation in Vaccine/drug trial from reputed Institution/CRO. OR MBBS or equivalent with 8 years of demonstrated core experience in managing regulatory Vaccine/drug trial/ from reputed Institution/CRO. OR 1st class Masters degree M. Pharma/ or M.Sc in Pharmacology/ Biotechnology/life sciences with 8 years of demonstrated core experience in managing / monitoring regulatory Vaccine / drug trial from reputed Institution/CRO

D	Desirable	➢ Experience in conducting Vaccine/drug trial/clinical research. ➢ Experience in establishing clinical trial sites, management & implementation of trials and managing and maintaining databases for quality systems. ➢ Able to prepare & review SOPs and logs relevant requirement for trial sites ➢ Thorough knowledge of new clinical trial rules, Schedule Y, GCP, GCLP, ICH guidelines and regulatory requirements for conduct of clinical trial. ➢ Good communication skill
E	Age	Limited as on date : up to 70 years
F	Nature of duties	➢ Establish and ensure that all processes for conduct of vaccine trials, CRFs, data management etc. are in place for ensuring expected performance. ➢ Prepare detailed project management plan and safety management plan and ensure execution as per plan. ➢ Prepare data management plan with data manager and ensure preparation of statistical analysis plan with help of statistician. ➢ Communicate with sites for ensuring smooth conduct and provide support as and when required. ➢ Co-ordinate with monitoring team for study compliance and study management/monitoring and obtain weekly updated reports from team. ➢ Submit updated site specific and consolidated progress report to Team leader/ Programme officer every week ➢ Troubleshoot with all sites for smooth conduct of vaccine trial. ➢ Prepare SAE management plan and Prepare and assist in preparing adverse event / serious adverse event narratives, safety reports, progress reports and quality trending reports. ➢ Will be responsible for site initiation and site management, monitoring timely reports of adverse event / serious adverse event by site PIs and communication with regulators. ➢ Report the status of the quality levels of the staff, systems and production activities. ➢ Keep upto date with all quality and compliance issues. ➢ Prepare interim and final Clinical report as per guidelines. ➢ Prepare relevant documents (note to files, protocol deviations etc.) and ensure timely submission to sponsor, IECs and Regulators. ➢ The job requires frequent All India travel to sites for monitoring, quality assurance and quality management. ➢ Ensuring operational approach of the vaccine trial are in place ➢ Any other duty assigned by the PI or Programme officer.
G	Consolidated Emoluments	Rs. 1,00,000/- per month depending upon experience and knowledge.

	H	Tenure	Initial for one year and may continue upto three Years
	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 Interview	8th August, 2019 at 12.30 AM onwards (reporting time: 9,00AM) at ICMR HQ.

D. **For Project 'India TB Research Consortium'**

S. No.	Details		Requirements/Information
3.	A	Name of post	Consultant (Scientific) Clinical Coordinator
	B	No. of vacancies	One Posts
	C	Essential Qualifications	Post Graduate Degree (MD/MS/DNB/Ph.D) after MBBS with one year of demonstrated experience in clinical research/Biomedical Research from reputed Institutions. OR 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. OR 1st class Masters in M.Pharma , M.Sc in Pharmacology/Medical Microbiology / Biochemistry/ Biotechnology with 4 years of demonstrated experience in clinical research/ /Biomedical Research from reputed Institution. OR 2nd class Masters in M. Pharma , M.Sc in Pharmacology/Medical Microbiology/ Biochemistry/Biotechnology/ Clinical Research with Ph.D in any of the above disciplines with 2 years post Ph.D demonstrated experience of clinical research/trial.
	D	Desirable	➢ Experience in conducting Vaccine/drug trial/clinical research/ /Biomedical Research. ➢ Experience in managing and maintaining databases for quality systems. ➢ Knowledge of preparation of the protocol and budget for studies. ➢ Update the landscape documents in all thematic areas of TB ➢ Able to prepare SOPs for trial conduct. ➢ Thorough knowledge of GCP, ICH guidelines and regulatory requirements for clinical trial conduct. ➢ Good communication skills
	E	Age	Limited as on date : up to 70 years

	F	Nature of duties	➢ 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 as per the ITRC SOPs and consolidate the information pertaining to all the projects and activities undertaken or proposed to be undertaken under ITRC and would be responsible for finishing the assigned tasks on time. ➢ Troubleshoot clinical trials and multi-centric projects. ➢ Prepare and assist in preparing annual reports and quality trending reports. ➢ Report the status of the quality levels of the staff, systems and production activities. ➢ To organize meetings, take care of logistics and administrative and financial approvals, draft letters for sending to various organizations and prepare the draft minutes of the meeting ➢ Keep upto date with all quality and compliance issues. ➢ Process matters for sanction of the projects as recommended by expert groups of ITRC, take follow-up actions till release of budget. ➢ To obtain the updated progress reports from sites and also consolidated reports from the project co-ordinators and regularly submit to ITRC Program officer ➢ To work in team and undertake and share the responsibilities as and when required with other ITRC staff. ➢ The job may require frequent All India travel to sites for monitoring, quality assurance and quality management. ➢ Any other job assigned by the PI or Programme officer
	G	Consolidated Emoluments	Rs. 70,000/- per month consolidated.
	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, New Delhi
	K	Date and time of Interview	8th August, 2019at 12.30 AM onwards (reporting time: 9,00AM) at ICMR HQ.

SELECTION PROCEDURE: Interview will be conducted to 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, Community Certificates (For reserved post) along with **two sets** 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 appointment is purely on

contractual basis. 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 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

Manjula Singh

Dr. Manjula Singh
Scientist E, ECD, ICMR HQ.