



भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

File No. DevRes/Staff/134/2024-25

Date: 28th January 2025

VACANCY NOTIFICATION FOR CONTRACTUAL POSTS

Following post is to be filled upon purely temporary basis to work in the Clinical Studies Trial Unit (CSTU) under the division of development research at the ICMR Headquarters, New Delhi.

The **Indian Clinical Trial and Education Network** (INTENT) is a flagship program by ICMR and is being coordinated by Clinical Studies & Trials Unit (CSTU) under Division of Development Research at ICMR, New Delhi. It is aimed at creating a robust ecosystem for clinical research especially clinical trials. INTENT integrates institutions, investigators, and resources across India to conduct high-quality, multicentric regulation complaint clinical trials. It focuses on fostering collaboration among various stakeholders, including government agencies, academia, industry, and international organizations. The network also places a strong emphasis on education and training, offering programs to develop skilled clinical researchers and trial managers. Through INTENT, ICMR envisions accelerating the development of new diagnostics, therapeutics, and preventive interventions while addressing the unique healthcare needs of India's diverse population.

Together, CSTU and INTENT are pivotal in advancing ICMR's mission to promote ethical, evidence-based clinical research. These initiatives not only enhance the quality and scope of clinical trials in India but also contribute to the global scientific community by addressing critical gaps in public health knowledge. Professionals joining these programs will have the opportunity to work on groundbreaking projects that impact healthcare policy and practice on both national and international scales.

S.No.	Project Human Resource Position	No. of Positions	Essential Qualification	Desirable qualification/ experience	Emoluments	age limit
1	Project Research Scientist-II (Non Medical)	4	First Class Post Graduate Degree, including the integrated PG degrees, with three Years' Experience or Ph. D or Second Class Post Graduate Degree, including the integrated PG degrees, with Ph.D and Three Years' Experience For Engineering/IT/CS-First Class Graduate degree of Four	<ul style="list-style-type: none">Post graduate Degree in pharmacology, clinical research, microbiology, public health.Experience in clinical research in any capacityTrained in Good Clinical Practices.	Rs. 67000/- + 30% HRA = 87100/- P.M.	< than or equal to 40 years

			Years with three years' Experience			
2	Consultant (Non-Medical) Data Monitor	1	<p>Professional having proven competency and success in their area of specialization, with atleast 10 years of post-qualification experience and should possess minimum M.Sc/ B.Tech/ /BE/ MCA/ MPH/ B.Pharm/ BAMS/ MD in AYUSH or equivalent qualifications in relevant subject.</p> <p>Note:</p> <p>1. PhD will be considered as 4 years experience (irrespective of the duration taken to complete the degree)</p> <p>2. MPH/ M.Tech/ ME/ M.Pharm will not be considered as any experience.</p> <p style="text-align: center;">OR</p> <p>Retired Govt. employees with requisite qualification and who were in regular Pay Level 10 and above and having at least 10 years of experience in the required specialization.</p>	<ul style="list-style-type: none"> • PhD in population Sciences/ Biostatistics • Experience of working in Clinical research 	Rs. 1,00,000/- 1,80,000.	40-65 years
3.	Consultant (Non-Medical) Data Manager	1	<p>Professional having proven competency and success in their area of specialization, with atleast 10 years of post-qualification experience and should possess minimum M.Sc/ B.Tech/ /BE/ MCA/ MPH/ B.Pharm/ BAMS/ MD in AYUSH or equivalent qualifications in relevant subject.</p> <p>Note:</p> <p>1. PhD will be considered as 4 years experience (irrespective of the duration taken to complete the degree)</p> <p>2. MPH/ M.Tech/ ME/ M.Pharm will not be considered as any experience.</p> <p style="text-align: center;">OR</p> <p>Retired Govt. employees with requisite qualification and who were in regular Pay Level 10 and above and having at least 10 years of experience in the required specialization.</p>	<ul style="list-style-type: none"> • B. Tech./ BE in Computer Science or Information Technology • Knowledge of database programming with PHP, In-depth knowledge of database languages, design, and administration of Oracle and MySQL 	Rs. 1,00,000/- 1,80,000.	40-65 years

4	Consultant (Non-Medical) Trial Managers	2	Professional having proven competency and success in their area of specialization, with atleast 10 years of post-qualification experience and should possess minimum M.Sc/ B.Tech/ /BE/ MCA/ MPH/ B.Pharm/ BAMS/ MD in AYUSH or equivalent qualifications in relevant subject. Note: 1. PhD will be considered as 4 years experience (irrespective of the duration taken to complete the degree) 2. MPH/ M.Tech/ ME/ M.Pharm will not be considered as any experience. OR Retired Govt. employees with requisite qualification and who were in regular Pay Level 10 and above and having at least 10 years of experience in the required specialization.	<ul style="list-style-type: none"> PhD in pharmacology/ clinical research/ microbiology/ public health. Experience of working in clinical trials in any capacity 	Rs. 1,00,000/- 1,80,000. For Retired Govt. servant the remuneration shall be fixed in accordance with the ministry of Finance, Dept.of Expenditure OM No. 3-25/2020-E.IIA dated 9 th Dec 2020.	40-65 years
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Scope of work/Nature of duties for Project Research Scientist-II:

- Develop study protocols, standard operating procedures (SOPs), and other essential documents in line with regulatory guidelines.
- Oversee the implementation of study activities, ensuring adherence to timelines, quality standards, and Good Clinical Practice (GCP) guidelines.
- Assist in training and mentoring study staff on protocol adherence, data collection, and ethical research practices.
- Conduct quality checks, site monitoring visits, and audits to maintain the integrity of data and study processes.
- Draft and review scientific manuscripts, project reports etc.

Scope of work/ Nature of duties for Consultant (Non-Medical) Data Monitor:

- Monitor and ensure the accuracy, completeness, and consistency of data collected for the ongoing clinical studies
- Conduct regular data quality checks to identify and address discrepancies in collaboration with the study team.
- Prepare data monitoring reports, summaries, and documentation for progress reviews and stakeholder updates.
- Oversee the process of data entry, validation, and maintenance in electronic databases
- Coordinate with investigators and study staff to resolve data-related issues promptly.
- Ensure data handling complies with ethical standards, regulatory guidelines, and confidentiality requirements.

Scope of work/ Nature of duties for Consultant (Non-Medical) Data Manager:

- Develop and maintain electronic portals of data entry and management
- Build in eCRF's in the data portals
- Troubleshoot any technical errors arising at the data collection sites, in real time
- Train the data collection personnel for data entry and management
- Ensure that the data portals have a regular backup and audit trails.

Scope of work/ Nature of duties for Consultant (Non-Medical) Trial Managers:

- Develop trial-specific documents; including project management plans, monitoring plans, study timelines, safety management plan with risk mitigation strategies etc.
- Conduct quality checks, site monitoring visits, and audits to maintain the integrity of data and study processes.
- Prepare progress reports, trial summaries, and updates for internal reviews and external stakeholders.
- Organize regular meetings and communications to monitor trial progress and address challenges.
- Supervise the administrative and financial work related to the ongoing studies.

Eligible candidates may submit the application on google form at https://docs.google.com/forms/d/e/1FAIpQLScHJNQp0z4aW9lxcTW_DbM2YaiTFcHRMIyuBMfgD3VQO2MwiQ/viewform?usp=header by 21st February 2025, 5 PM IST. Late/ Delayed/ Incomplete applications shall not be entertained and rejected straight away, without any reasons, communication and correspondence. Candidates are therefore advised to submit their application well in time.

Candidature of successful candidates shall be subject to verification of all original documents by ICMR and fulfilment of required eligibility criteria, in all respects of qualification, age and experience. etc. Successful candidates will be informed through email about written test/and interview.

General Terms and conditions: -

1. This position is meant to temporary and co-terminus with the project.
2. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn /cancelled / modified at any time.
3. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
4. Cut-off date for age limit will be as on the date of last date for submission of applications.
5. Age relaxation will be as per the guidelines of ICMR.
6. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a Medical board of Government hospital with not less than 40% disability.
7. Separate application should be submitted for each position. Allotment of project to the successful candidates will be decided by the competent authority at its discretion.
8. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
9. Fulfilling the essential qualification does not guarantee the selection.
10. Shortlisted candidates will have to appear for written exam and personal discussion.
11. No TA/DA will be paid to attend interview / personal discussion and candidates have to manage transport/accommodation themselves.
12. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
13. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centres or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave, Travel Concession, Medical claim, Staff Quarters transfer to any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme. Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are not admissible to the project human resource positions.
14. Successful candidates will normally be engaged on Project Human Resource Position initially for a period of one year or less, depending upon the tenure of the Project and functional requirements. Continuation / Extension to engagement of Project Human Resource Positions will be depending upon evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be

five years only. The concerned Project Investigator, Division Head and Head of the host Institute shall personally be responsible and accountable for the continuation / extension given if any without prior concurrence of the Director General, ICMR to any project human resource position beyond five years either with or without breaks in any or multiple projects.

15. ICMR reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
16. Leave shall be as per the ICM R's policy for project human resource positions.
17. Candidate must submit his/her duly filled in application form in the prescribed format with a recent passport size colour photograph along with a detailed bio- data/C.V. and all relevant documents; duly self-attested; in proof of his/her educational qualifications [all certificates and mark-sheets from 10th Std. onwards], working experience, age, caste and photo id [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., within the schedule date and time for submission of application, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered at all and no correspondence will be entertained in this regard.
18. ICMR reserves the right to cancel/modify the recruitment process, at any time, during the process, at its discretion.
21. The decision of the Director General, ICMR will be final and binding.
19. Canvassing in any form will be a disqualification.
20. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see the website of ICMR regularly for further updates related to this advertisement.

Yours Faithfully,

Mrs Harjeet Kaur Bajaj

Accounts officer, ICMR Headquarters

30/1/25