**Draft**

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**Division of Epidemiology and Communicable Diseases WALK-IN-WRITTEN TEST/INTERVIEW (EMPLOYMENT NOTIFICATION)**

The 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 its flagship program by establishing an "Indian TB Research Consortium" 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.

Following posts are to be filled purely on contractual basis for working under the Division of Epidemiology and Communicable Diseases (ECD)-I ICMR Hqrs Office, New Delhi for program on „India TB Research Consortium (ITRC).

Interested candidates for the various positions mentioned below are invited to appear for the Walk-in-Written Test/ Interview as mentioned for the various positions along with 5 copies of their updated Bio data/CV on the respective dates indicated against the notified positions reporting **strictly between 09:00 A.M to 10:00 A.M**

at the following address :

- Reception hall,
  Indian Council of Medical Research,
  Ramalingaswami Bhawan,
  Ansari Nagar New Delhi-110 029

**Post of Consultant (Finance) –one post**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Finance) |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | Retired Government employee with Bachelor"s Degree drawing pay in the Pay Band Rs.9300-3480 +GP of Rs.5400 (Pre-revised) and above at the time of retirement with at least 10 years experience in 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 70 years |
| | F | Nature of Duties | • Responsible for all financial work of ITRC<br>• Maintaining accurate records of expenditure incurred in the project; timely preparation of UC&SE<br>• Systematic Accounting of Funds received for the project<br>• Ensure timeliness in completing the tasks assigned<br>• Preparing budget estimates for the research programmes<br>• Preparation of Annual Reports of Income & Expenditure<br>• Any other work that may be assigned from time to time by the Management |
| | G | Consolidated Emoluments | Max. Rs.60,000/- depending upon experience and knowledge |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 23th February, 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultants (Administration) -One**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Administration) |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | Retired Government employee with Bachelor"s Degree drawing pay in the Pay Band Rs.9300-3480 +GP of Rs.5400(Pre-revised) and above at the time of retirement with at least 10 years experience in administration |
| | D | Desirable | Proficiency and Knowledge of MS Office (Word, Power Point, Excel) along with latest version of Tally. |
| | E | Age | Upto 70 years |
| | F | Nature of Duties | • Responsible for all administrative work<br>• Maintaining log files<br>• Processing matters for sanction of the projects as recommended by expert groups of ITRC.<br>• Responsible for all the logistic support in convening meeting of experts; Interaction with experts etc<br>• Systematic Accounting of Funds for research projects<br>• Ensure timeliness in completing the tasks assigned<br>• Preparing budget estimates<br>• Preparation of Annual Reports<br>• Any other work that may be assigned from time to time by the Management |
| | G | Consolidated Emoluments | Max. Rs.60,000/- depending upon experience and knowledge |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 23th February, 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultants (Legal and Compliance) -One**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant ((Legal and Compliance) |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | LLB from recognized and reputed institute with at least 8 years of experience or LLM from recognized and reputed institute with at least 6 years of experience in contracts, projects/Programme management, funding/research organizations.<br>OR<br>Retired Government employee with LLB from recognized and reputed institute drawing pay in the Pay Band Rs.9300-3480 +GP of Rs.5400(Pre-revised) and above at the time of retirement with at least 10 years experience in legal matter. |
| | D | Desirable | Work experience preferably in government institutions. |
| | E | Age | Upto 70 years |
| | F | Nature of Duties | **A. Legal risk**<br>1.Provide necessary legal support for any contractual arrangements to be put in place at ITRC<br>3.Provide legal guidance for program components<br>4.Drafts, reviews and provide legal advice on tender documents<br>5.To manage the legal due diligence process and reviews the diligence reports<br>**B. Process development**<br>6. To reviews, drafts and opines on contracts/ agreements/ MOUs and internal SOPs and ensure that they are in compliance with all statutory or legal requirements<br>**C. Documentation and compliance**<br>7. To monitor compliance with statutory and organisational obligations and advises accordingly |
| | G | Consolidated Emoluments | Max. Rs.60,000/- depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 23th February, 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultants (Scientific) Biomedical Research –1 positions**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Scientific) Biomedical Research |
| | B | No. of Vacancies | One Posts |
| | C | Essential Qualification | Post Graduate Degree (MD/MS/DNB) after MBBS with one year clinical experience<br>OR<br>Postgraduate diploma after MBBS with 2 years clinical experience with the recognised government institution<br>OR<br>MBBS with four year clinical experience in Government Institution |
| | D | Desirable | I.Knowledge of writing clinical trials protocols and regulatory submissions.<br>II. Able to prepare standard operating Procedures for the trial conduct.<br>III. Should possess administrative skills for managing the clinical research. |
| | E | Age | Limited as on date: up to 70 years |
| | F | Nature of Duties | • Develop the quality biomedical research documents and support research training, , development of research infrastructure, and facilitate collaboration (including with clinical research)<br>• Promote biomedical research activities.<br>• Oversee and review biomedical research performance and research integrity |
| | G | Consolidated Emoluments | Maximum Rs.70,000/- per month depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 24th February, 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultants (Scientific) Biomedical Research Quality Assurance –1 positions**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Scientific) Biomedical Research Quality Assurance |
| | B | No. of Vacancies | One Posts |
| | C | Essential Qualification | Post Graduate Degree (MD/MS/DNB) after MBBS with one year clinical experience<br>OR<br>Postgraduate diploma after MBBS with 2 years clinical experience with the recognised government institution<br>OR<br>MBBS with four year clinical experience in Government Institution<br>OR<br>Ist class Masters in Medical Pharmacology/Medical Microbiology with 4-6 years experience in clinical trials/studies. |
| | D | Desirable | ➢ Experience in evaluating quality events, incidents, queries and complaints and handling compliance issues.<br>➢ Experience in managing and maintaining databases for quality systems.<br>➢ Able to prepare SOPs for trial conduct.<br>➢ Thorough knowledge of GCP, ICH guidelines and regulatory requirements for clinical trial conduct. |
| | 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 are conducted properly.<br>➢ Troubleshoot clinical trials and activities.<br>➢ Prepare and assist in preparing annual reports and quality trending reports.<br>➢ Report the status of the quality levels of the staff, systems and production activities.<br>➢ Preside over improvement programmes.<br>➢ Keep upto date with all quality and compliance issues. |
| | G | Consolidated Emoluments | Maximum Rs.70,000/- per month depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 24th February, 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultant (Clinical Coordinator) (Medical): One**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Clinical Coordinator) (Medical) |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | Post graduate Degree (MD/MS/DNB) after MBBS with 1 year experience<br>OR<br>Post graduate Diploma in Medical subject after MBBS with 2 year experience<br>OR<br>MBBS with 4 year clinical/research experience in Govt. Institution.<br>OR<br>Ist class Masters in Medical Pharmacology/Medical Microbiology with 4-6 years experience in clinical trials/studies. |
| | D | Desirable Experience | ➢ Able to prepare SOPs for trial conduct.<br>➢ Thorough knowledge of GCP, ICH guidelines and regulatory requirements for clinical trial conduct.<br>➢ Experience in co-ordinating project activities<br>➢ Good communication skills |
| | E | Age | Limited as on date: up to 70 years |
| | F | Nature of Duties | ▪ Coordination of project activities and Implementation at all sites.<br>▪ Communication to International and National agencies.<br>▪ Preparation of financial documents, Data Programme Report, Report writing.<br>▪ Drafting letters for sending to various organizations.<br>▪ Any other work that may be assigned from time to time by the concerned ICMR officials.<br>▪ The job may require travel to the trial sites and attending outstation meetings. |
| | G | Consolidated Emoluments | Maximum Rs.70,000/- per month depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 24th February, 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultant (Scientist) Clinical Development: One**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Scientific) Clinical Development |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | Post Graduate Degree (MD/MS/DNB) after MBBS with one year clinical experience<br>OR<br>Postgraduate diploma after MBBS with 2 years clinical experience with the recognised government institution OR MBBS with four year clinical experience in Government Institution<br>OR<br>I$^{st}$ class Masters in Medical Pharmacology/Public health from a recognized University with 4 years of experience in Pharma industry/CRO industry/Bio-tech industry /Public Health |
| | D | Desirable Experience | • PhD in relevant subject from a recognized University<br>• Experience in biomedical research preferably in TB or other infectious disease<br>• Good scientific writing/Communication skills.<br>• Knowledge of computer applications or business intelligence tools management/ data synthesis. |
| | E | Age | Limited as on date: up to 60 years |
| | F | Nature of Duties | • Study feasibility, site feasibility, site identification (with CRPs) and site selection - Clinical studies and Observational Research<br>•Deliver all regional, local, and corporate portfolio commitments/milestones for sites and trials within responsibility<br>• Support local needs of globally outsourced studies within responsibility<br>• Manage IITs<br>•Regulatory submissions, in affiliates which are managed by Clinical Operations<br>• Manage the allocation of patients within the geography<br>• Manage Site enrolment performance<br>• Assist sites in recruitment planning<br>• Develop site level risk plan for enrolment<br>• Primary interface with investigators<br>• Manage the link between site and the TPO<br>• Collaborate with partners and other study team members to resolve/escalate site specific issues when necessary<br>• Contribute to and partner with the local medical organization to deliver on department goals .<br>• The job may require travel to the trial sites and attending outstation meetings |
| | G | Consolidated Emoluments | Maximum Rs.70,000/- per month depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Test | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs., |
| | K | Date & Time of Written Test/ Interview | 24$^{rd}$ February,2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultants (Scientific) Clinical Operations – one**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1. | A | Name of Posts | Consultant (Scientific) Clinical Operations |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | Post Graduate Degree (MD/MS/DNB) after MBBS with one year clinical experience<br>OR<br>Postgraduate diploma after MBBS with 2 years clinical experience with the recognised government institution OR MBBS with four year clinical experience in Government Institution<br>OR<br>1st Class Master's Degree in Medical Pharmacology/ Public Health from a recognized University with 4-6 years of experience in Pharma/Biotech/CRO industry/ Public Health related to clinical research / trails. |
| | D | Desirable | ➢ PhD in Microbiology, Pharmacology/ Public Health from a recognized University<br>➢ Experience in managing clinical trials of drugs and vaccines for regulatory submission<br>➢ Able to prepare standard operating Procedures for the trial conduct.<br>➢ Knowledge of GCP, ICH guidelines and regulatory requirements for clinical trials conduct. |
| | E | Age | Limited as on date: up to 70 years |
| | F | Nature of Duties | • To manage all clinical aspects of study including assessing operational feasibility and recommending study execution plan; developing and managing comprehensive study timelines and metrics<br>• To participate in Selection and management/Oversight of external vendors and develops vendor specifications; review vendor reports, budgets and metrics<br>• To provide study specific training and leadership to Clinical Research Staff, including CRO, CRAs, Sites and other contract personnel<br>• To plan, Execute and Lead study specific meetings<br>• To participate in Site monitoring visits and oversee clinical monitoring activities ensuring compliance with Good Clinical Practices<br>• To prepare and/or review study related Standard Operating procedures and Documents<br>• To develop and manage study budget and maintain it within financial goals<br>• Any other work assigned by the team leader pertaining to ITRC<br>• The job may require travel to the trial sites and attending outstation meetings |
| | G | Consolidated Emoluments | Maximum Rs.70,000/- per month depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Examination | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 24 February 2018 strictly between 09:00 A.M to 10:00 A.M |

**Post of Consultants (Scientific) Pre- clinical Research-one**

| S.NO. | | Details | Requirements/Information |
|---|---|---|---|
| 1 | A | Name of Posts | Consultant (Scientific) Pre-Clinical operations |
| | B | No. of Vacancies | One Post |
| | C | Essential Qualification | Post Graduate Degree (MD/MS/DNB) after MBBS with one year clinical experience<br>OR<br>Postgraduate diploma after MBBS with 2 years clinical experience with the recognised government institution OR<br>MBBS with four year clinical experience in Government Institution.<br>OR<br>1st Class Master's Degree in Medical Microbiology/ Medical Pharmacology/Immunology from a recognized University with 4-6 years of experience in Pharma industry/Biotech industry /CRO industry / Immunology related to clinical research studies / trials. |
| | D | Desirable | • PhD in Medical pharmacology/medical microbiology/immunology from a recognized University<br>• Strong knowledge of clinical research process and medical terminology.<br>• Understanding of GCP/ICH guidelines.<br>• Knowledge of regulatory requirements and guidelines governing clinical research.<br>• Ability to work successfully within a cross-functional team<br>▪ Good Scientific writing/Communication skills Knowledge of computer applications or business intelligence tools/data management / data synthesis |
| | E | Age | Limited as on date: up to 70 years |
| | F | Nature of Duties | • To manage all clinical aspects of study including assessing operational feasibility and recommending study execution plan; developing and managing comprehensive study timelines and metrics<br>• To participate in Selection and management/Oversight of external vendors and develops vendor specifications; review vendor reports, budgets and metrics<br>• To provide study specific training and leadership to Clinical Research Staff, including CRO, CRAs, Sites and other contract personnel<br>• To plan, Execute and Lead study specific meetings<br>• To participate in Site monitoring visits and oversee clinical monitoring activities ensuring compliance with Good Clinical Practices<br>• To prepare and/or review study related Standard Operating procedures and Documents<br>• To develop and manage study budget and maintain it within financial goals<br>• The job may require travel to the trial sites and attending outstation meetings |
| | G | Consolidated Emoluments | Maximum Rs.70,000/- per month depending upon experience and knowledge. |
| | H | Tenure | Two Years |
| | I | Syllabus for Written Test | Degree level related to project work, if written Test conducted |
| | J | Place of Work | ICMR Hqrs. |
| | K | Date & Time of Written Test/ Interview | 24 February 2018 strictly between 09:00 A.M to 10:00 A.M |

**Selection Procedure:** Interview will be conducted to 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 5 copies of biodata along with all original certificates of educational qualifications (from SSC onwards), experience, Aadhaar Card, Community and PH Certificates along 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 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.

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

For any query, Please contact at 011-26589169

Administrative Officer
For Director General