

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases
India TB Research Consortium

Advertisement No. 2/2020

Notification for Walk –in-Interview for Project Posts for 14thOctober2020

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 accelerating the development of new diagnostics, new & improved vaccines and immunotherapies, drugs for TB.

Following post is to be filled purely on contractual basis for working under various TB projects under Division of Epidemiology and Communicable Diseases (ECD), ICMR Hqrs Office, New Delhi. Interested candidates for the position mentioned below are requested to send the updated Bio-Data with one photograph up to 09:00AM till 14thOct. 2020 through the given link. The link will become Late received applications will not be entrained. The applications will be screened on the same day from 09:00 AM onwards. Web-Link to join the interview will be shared with eligible candidates about 30 minutes before the interview.

How to apply:

- i. Candidates should apply online on **<https://projectjobs.icmr.org.in>**
- ii. Following self attested required documents are to be enclosed with the application:- a) Proof of Date of Birth, b) Educational qualifications, c) Experience as per essential criteria, d) Relevant document if seeking for relaxation of age.
- iii. Application should be submitted online.
- iv. Candidate should state the name of the project and post applied for.

For India TB Research Consortium

1. Name of Post	Consultant (Statistician/Senior Data Scientist)
No. of Vacancies	One Post
Essential Qualification & Minimum Experience required	Professional with M.D. (Community Medicine) or Ph. D (Statistics/Bio Statistics) or M. Tech /Ph.D (Computer science) from recognized Institution with 15 yrs. of experience in data management of Clinical trials and published papers OR Retired government employee with requisite educational qualification as above and drawing pay in pay band of Rs.15,600/-39100+grade pay of Rs.6600/-at the time of retirement and having 15 years of experience in the data management of clinical trial/study.
Desirable	<ul style="list-style-type: none"> ➤ Experience of Data Management in multicentric clinical trials/studies specially drug trials/vaccine trials. ➤ Experience in handling clinical trial data-base ➤ Experience in data-cleaning, raising database queries, query resolution. ➤ Experience in handling and monitoring eCRF based studies ➤ Experience in statistical analysis and preparation of report
Age	Limited as on date: up to 70 years
Nature of Duties	<ul style="list-style-type: none"> • To provide statistical support to all the studies/clinical trials Data management of all the clinical trials undertaken/coordinated by ITRC,ICMR • Planning data analysis and overseeing data clinical management on site • Preparation of Statistical Analysis Plan of various projects. • Preparation of Clinical Study Report in consultation with implementing institutions. • To provide statistical inputs on sample size calculation, data analysis etc. on development of protocols by ITRC. • Any other related work assigned by the Head/Programme Officer • Data Management in multicentric clinical trials/studies specially drug trials/vaccine trials. • Data-cleaning, raising database queries, query resolution. • Monitoring data of eCRF based studies • Statistical analysis of the studies and preparation of report • Support in Manuscript writing • The site visit may require travel outside Delhi
Consolidated Emoluments	Upto Rs.100,000/- per month depending upon experience and knowledge
Tenure	Upto 31/03/2021
Place of Work	ICMR Hqrs.
Date and time of Video conference based interview	14 th Oct. 2020 from 11:30 onward through video conference. The link will be share on 14 th Oct. 2020 and the screening will be done online from 09:00 am onwards. Eligible candidate will be allowed to appear for interview through videoconference. Time of interview will be informed at the time of screening.

2. Name of the Post	Consultant –Finance & Accounts
Number of posts	1
Essential Qualification:	Retired Government employee with Bachelor degree in any discipline drawing pay in the Grade Pay of Rs. 5400/- and above at time of retirement and having at least 10 years' work experience in the administration, finance and accounts matters.
Desirable Qualification and & Experience:	Proficiency in the latest Accounting packages and Knowledge of MS Office (Word, Power Point, Excel) along with latest version of Tally.
Nature of duties:	<ul style="list-style-type: none"> • Responsible for all administrative and financial work of TB related projects and ITRC projects • Prepare files and process for financial concurrence of new projects and for continuation of the project. • Prepare sanction letters and releases for the project and ensure the budget is released to sites. • Obtain progress reports of all the projects in time and process for approvals. • Organize meetings of the expert groups and in-house meetings for approvals and arrange for all logistics • Keep the list of projects with status updated and take timely action according to guidelines • Process all receipts from PI's, other organizations etc. on file for timely action • Maintaining accurate records of expenditure incurred in the project; timely preparation of UC&SE • Systematic Accounting of Funds received for the project • Ensure timeliness in completing the tasks assigned • Preparing budget estimates for the research programmes • Preparation of Annual Reports of Income & Expenditure • Travel to sites may be required for audit for the projects • Any other work that may be assigned from time to time by the Management
Age Limit	Maximum up to 70 years
Emoluments	Max upto Rs. 60,000 /- depending upon experience and knowledge.
Tenure	Upto 31 st March 2021

Date and time of Video conference based interview	14 th Oct. 2020 from 11:30 onward through video conference. The link will be share on 14 th Oct. 2020 and the screening will be done online from 09:00 am onwards. Eligible candidate will be allowed to appear for interview through videoconference. Time of interview will be informed at the time of screening.
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B. For Project Management Unit for ‘TB Vaccine trial’

3. Name of the Post	Scientist C (Medical) (Clinical Services)
Number of posts	Two
Essential Qualification:	Post Graduate Degree (MD/MS/DNB) after MBBS with one year experience OR Postgraduate diploma in medical subjects after MBBS with two years’ experience OR MBBS degree with 4 years’ in clinical research/trial after MBBS Degree
Desirable Qualification and Experience:	<ol style="list-style-type: none"> 1. Experience in conducting Vaccine/drug trial/clinical research /Clinical Management. 2. Able to prepare safety reports and ensure the timely management and reporting of AEs an SAEs by sites by supporting them 3. Experience in managing and maintaining databases for quality systems. 4. Able to prepare SOPs for trial conduct and write safety reports and SAE narratives. 5. Thorough knowledge of GCP, ICH guidelines and regulatory requirements for clinical trial conduct. 6. Good communication skills
Nature of duties:	<ul style="list-style-type: none"> ➤ 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

	<ul style="list-style-type: none"> ➤ 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.
Age Limit	Upper age limit for fresh recruits 40 years
Emoluments	Rs. 64,000/- (corresponding to PB-3 Rs. 15,600 – 39,100 + Grade Pay Rs. 6,600) + HRA as applicable
Tenure	One year (Extendable upto 2 years after review)
Date and time of video based interview	14 th Oct. 2020 from 11:30 onward through video conference. The link will be share on 14 th Oct. 2020 and the screening will be done online from 09:00 am onwards. Eligible candidate will be allowed to appear for interview through videoconference. Time of interview will be informed at the time of screening.

4. Name of the Post	Scientist C (Non - Medical) (Project Manager)
Number of positions	One
Essential Qualification:	<p>Candidates should possess 1st Class Master's Degree in Life Sciences or 1st Class M. Pharm or any equivalent degree from a recognized university, 4 years of core experience in managing/monitoring of regulatory clinical trials specially Vaccine/drug trial from reputed Institutions</p> <p>OR</p> <p>2nd Class M.Sc. or 2nd Class M. Pharm or any equivalent degree with Ph.D degree in relevant subjects from a recognized university, 4 years of core experience post Ph.D in managing/monitoring of regulatory clinical trials specially Vaccine/drug trial from reputed Institutions.</p>
Desirable Qualification and Experience:	<ul style="list-style-type: none"> ➤ Experience in conducting/managing and monitoring regulatory clinical research/ trials and carry out all the activities related to regulatory trials ➤ Experience in checking all source documents and cross check data entry in CRFs. ➤ Experience in managing and maintaining databases for quality systems. ➤ Able to prepare SOPs, logs etc. for trial conduct. ➤ Thorough knowledge of New clinical trial guidelines, Schedule Y, GCP, GCLP, ICH guidelines and regulatory requirements for clinical trial conduct. <p>Good communication skills</p>
Nature of duties:	<ul style="list-style-type: none"> • Able to execute the project monitoring plan for a regulatory preventive vaccine clinical trial. • Prepare for Site initiation and Monitor vaccine trial, check all the source documents and entry of data in CRFs and ensuring timely completion of data entry and compliance with study protocol and completion of recruitment target. • Ensure that all processes contributing to the performance of a clinical trial are conducted properly. • Should be able to provide Training on study procedures, safety reporting, GCP, regulations & GDP and Dry run of activities • Troubleshoot processes for smooth conduct of multicentric regulatory vaccine trials. • Prepare study progress reports and quality trending reports. • Report the status of the quality levels of the staff, systems and activities and should be able to provide training in project conduct related activities of the vaccine trial. • Keep upto date with all quality and compliance processes and issues. • Any other job assigned by the PI or Programme officer • The job may require frequent All India travel to sites for project

	management and monitoring, quality assurance and quality management and should be able to travel at least 15 days a month for study monitoring
Age Limit	Upper age limit for fresh recruits 40 years
Emoluments	Rs. 51,000/- (corresponding to PB-3 Rs. 15,600 – 39,100 + Grade Pay Rs. 6,600)+ HRA as applicable
Tenure	Initial for one and may continue upto two Years based on review
Date and time of video based interview	14 th Oct. 2020 from 11:30 onward through video conference. The link will be share on 14 th Oct. 2020 and the screening will be done online from 09:00 am onwards. Eligible candidate will be allowed to appear for interview through videoconference. Time of interview will be informed at the time of screening.

S. No.	Details	Requirements/Information
1.	A Name of post	Consultant (Audit)
	B No. of vacancies	One Posts
	C Essential Qualifications	Graduate / Post Graduate Degree (M.Com/M.Sc/B.Com) with CA/CFA with one year of demonstrated experience in Auditing the accounts and scientific outputs of research projects from reputed Institution OR Retired Government employee with Bachelor degree in any discipline drawing pay in the Grade Pay of Rs. 5400/- and above at time of retirement and having at least 10 years' work experience in audit, finance and accounts matters
	D Desirable	➤ M.Com/M.Sc. with CA/CFA with demonstrated experience in Auditing the accounts and scientific outputs of Vaccine/drug trial/clinical research/ from reputed Institution.
	E Age	Limited as on date : up to 70 years
	F Nature of duties	<ul style="list-style-type: none"> ➤ Ensure that all processes contributing to the Audit of accounts and scientific outputs ➤ Budget utilization for proper conduct of clinical trial ➤ Keep upto date with all quality and compliance issues. ➤ Finance audit at clinical trial sites ➤ Budget preparation for projects, obtaining and checking UC and SOE from sites and preparing consolidated UC/SOE ➤ Any other job assigned by the PI or Programme officer ➤ The job require travelling within India.
	G Consolidated Emoluments	Maximum Rs. 50,000/- per month depending upon experience and knowledge.
	H Tenure	Initial for one and may continue up to two Years
	J Place of work	ICMR/DHR Hqrs., New Delhi with frequent travelling

Terms and Conditions:

1. Departmental candidates or candidates working/have worked on projects of ICMR Institutes/Centre's shall be given age relaxation to a minimum of five (5) years or a completed months/year based on earlier project service, whichever is less, they must meet the essential qualification and experience prescribed for the post, with a view to provide them opportunity to compare with other candidates.
2. Age relaxation against post earmarked for reserved candidates will be as per Govt. of India Norms. No relaxation will be allowed in unreserved posts.
3. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by relevant authority. Experience shall count from the date of completion of minimum educational qualification.
4. Submission of incorrect or false information during the process of personal discussion and/or video conferencing shall disqualify the candidature at any stage.
5. Mere fulfilling the essential qualification / experience does not guarantee selection.
6. Candidates employed in Govt. Service / Semi Govt. Autonomous Bodies of State / Central Govt. should submit a "No Objection Certificate" from their employer.
7. Above post is contractual for the duration offered may or may not be renewed subject to satisfactory performance and requirement.
8. Age will be reckoned from last date of receipt of application.
9. This post is purely temporary and co-terminable with the project. Employees will be on consolidated pay basis.
10. The appointment will be made on the basis of results of personal discussions and / or video conferencing mode.
11. Selected candidate will not have any right to claim for regular appointment in the council on the basis of contract appointment.
12. Late received applications will not be considered. Only short-listed candidates will be informed via Phone/email and called for interview/video-conferencing, no correspondence will be entertained in this regard.
13. Incomplete application, without photograph or without copies of relevant certificates will not be entertained. The Director ICMR reserves the right to increase/decrease the no. of

posts or reject the applications or cancel the applications or cancel the notification without assigning any reason thereof.

14. No TA/DA will be paid for appearing in interview /video conferencing. Any canvassing by or on behalf of the candidates or to bring political or outside influence with regard to selection/recruitment shall be disqualification.

15. Shortlisted candidates will be called for personal discussion and / or video conferencing after verification of essential qualification and experience.

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

For any query please contact Mr. Ramesh Chand, Section Officer, Division of ECD, ICMR HQ., New Delhi @ extension number 259 /284 or at 011-26589699