

## CLINICAL DEVELOPMENT SERVICES AGENCY

Ministry of Science & Technology, Govt. of India  
3rd Floor, THSTI Building, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad – 121001  
(An extra mural unit of THSTI, Department of Biotechnology)

### Recruitment Notice No. CDS/RN-iKMC/36/2018

<b>Name of the post</b>	<b>Clinical Research Officer (iKMC Study), 1 Position</b>
<b>Age Criteria</b>	<b>Upto 45 years</b>
<b>Emoluments/Duration</b>	<b>Upto Rs. 80,000/- per month consolidated, 16 Months</b>
<b>Location</b>	<b>Safdarjung Hospital, New Delhi</b>
<b>Job profile</b>	<p>Overall responsibilities are to ensure that the study is conducted in accordance with study protocol, standard operating procedures, good clinical practices, and applicable guidelines.</p> <ul style="list-style-type: none"><li>• Performing site monitoring and efficient management of clinical activities of study site;</li><li>• Supervising the activities of the research nurses</li><li>• Supervision of process of taking written informed consent;</li><li>• Supervision of ensuring eligibility of newborns before they are enrolled in study;</li><li>• Supervision of monitoring of babies in both intervention and control group</li><li>• final review of the Case Recording Forms and the signing of the CRF (as a part of Quality Checks);</li><li>• Ensure flow of CRFs from point of collection to data management center;</li><li>• Timely resolution of queries in data collected</li><li>• Adhere to study protocol &amp; site SOP</li><li>• Preparation &amp; reporting of serious adverse event (SAE) to competent authority within stipulated timeline.</li><li>• Maintaining and completing study documents including site master file, study logs, source documents etc.</li><li>• Communication with site Ethics Committee for any clinical queries, reports and protocol deviations etc.</li><li>• Coordination with the study research staff for smooth implementation of study.</li><li>• Any other responsibility delegated by site PI's as per requirement of study</li></ul>
<b>Qualifications and Experience</b>	<p>MBBS /BDS/Allied Medical degree from an Accredited / Recognized Indian University Desirable: MD in pediatrics/DCH or 2-3 years of the research experience</p>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent reading comprehension and writing skills as well as verbal communication skills including good command of English required</li> <li>• Computer skills including proficiency in use of Microsoft Office applications</li> <li>• Ability to develop and implement clinical monitoring plans, SOPs, database concepts, and formats</li> <li>• Ability to build effective project teams, ability to motivate others, delegation, drive and timely/ quality decision making</li> <li>• Good organizational behavior and problem solving skills</li> <li>• Effective time management skills and ability to manage competing priorities.</li> <li>• Ability to establish and maintain effective working relationships with co-workers, managers, investigators</li> </ul>
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### **GENERAL TERMS & CONDITIONS:**

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
- 4. Candidates must bring their original documents at the time of interview.**
5. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
6. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
- 7. Candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
8. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
9. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
- 10. Walk –in-Interview will be on 12<sup>th</sup> July 2018. The venue is at ward 20 Seminar room, H block, Safdarjung Hospital, New Delhi. (For directions, please visit Safdarjung Hospital website at <http://www.vmmcsjh.nic.in/forms/contentpage.aspx?lid=1205>)**
- 11. Registration time 09:00 - 10 am. Candidates coming after 10 am shall not be allowed.**
- 12. Request for change interview schedule will not be entertained under any circumstances.**

13. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
14. Incomplete applications will stand summarily rejected without assigning any reasons thereof.
15. All results will be published on our website and all future communications will be only through email.
16. Canvassing in any form will be a disqualification.

**Note: In case a suitable candidate is not found, the call for application will remain open till suitable candidate is found. As soon as suitable candidate is found, this recruitment notice will be closed on our website.**