

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

Recruitment Notice No. CDS/RN/11/2017

Name of the post	Data Entry Operator (bOPV Study)
Emoluments & Duration	Up to Rs. 25,000 per month, consolidated for 15 months
Location	CDSA (THSTI), NCR Biotech Science Cluster, Faridabad
Job profile	<p>Activities</p> <ul style="list-style-type: none"> • Responsible for tracking of CRFs including missing CRFs. All CRFs received by courier or other means are tracked and logged manually • Manual review of all CRFs before data entry • Detect data errors, frequently encountered problems • Query sheet for data errors • Performs single or double data entry as assigned • Ensure quality, timeline and productivity requirements are met or exceeded. • Communicate with the other operational groups regarding workflow, process, timelines, and resource planning to ensure transparency between all the functions as well as any external support groups. • Define, develop and deploy appropriate operating procedures. • Work closely with the Quality Management Groups (QMG) to ensure compliance with GCP and any other applicable local and international regulations <p>Work relations (context – main interfaces – functional report)</p> <ul style="list-style-type: none"> • Interfaces with Director (Clinical Data Management), Data Manager, Project Manager, Database Administrator, Data Quality Analyst, Medical Coder, Database Designer, SAS Programmer, Clinical Data Coordinator, Medical Affairs & Medical Writing, Biostatistics, Central Laboratory, other Heads of Departments and Administration team <p>Critical Deliverables</p> <ul style="list-style-type: none"> • Responsible for tracking of receipt of CRFs • Performs single or double data entry as assigned

Qualifications and Experience	<ul style="list-style-type: none"> • Bachelor's degree or equivalent, preferably healthcare • Minimum of 3 years of experience as data entry operator
Skills	<ul style="list-style-type: none"> • Must have experience in handling EDC tools • Must have understanding of clinical trials and familiarity with clinical data management functions • Good interpersonal, verbal and written communication skills • Proficient in relevant computer applications such as MS Office • Accurate keyboard skills and proven ability to enter data at the required speed • Knowledge of correct spelling, grammar and punctuation • Knowledge of clerical and administrative procedures • A flexible attitude with respect to work assignments and new learning. • Meticulous attention to detail • Commitment to project and team goals • Exhibits a sense of urgency about solving problems and completing assigned task • Shows commitment to and performs consistently high quality work • Ability to model behaviours and ethics in line with CDSA Mission and Vision

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. The qualification, experience and other requirements for the post can be relaxed at the discretion of the controlling authority, in case candidates are otherwise well qualified.

Interested candidates may please send their current CV with a recent photo and cover letter indicating their motivation for the position applied for (150 words) and three references along with the attached datasheet and excel sheet posted in the website. E-mail should be submitted with subject line **Application for the post of "Data Entry Operator (bOPV Study)"** to cdsa_admin@thsti.res.in.

5. Only shortlisted candidates will be contacted for further discussion

6. Incomplete applications will stand summarily rejected without assigning any reasons.
7. The salary is a consolidated sum as per sanctioned order without any other benefits. Salary mentioned against the position is an actual and will be based on experience, qualifications, skill set, etc. of the candidates.
- 8. This position is strictly project-based and hired only for 15 months.**
9. All results will be published on our website and all future communications will be only through email
10. Candidates (Including SC/ST and other backward classes) are not entitled for the travel reimbursement or any other reimbursement.
11. This position will be placed in CDSA Faridabad office at NCR Biotech Science Cluster at Faridabad Gurgaon Expressway, Faridabad.
12. Canvassing in any form will be a disqualification.

Those who have applied earlier need not apply again.

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.