

## **CLINICAL DEVELOPMENT SERVICES AGENCY**

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

CDSA invites applications from high performing professionals with a desire to serve public health needs of the country for the below mentioned administrative position.

<b>Recruitment No:</b>	<b>CDS/RN/04/Training Coordinator/2018</b>
<b>Name of the post / Emoluments and Age</b>	Training Coordinator (up to Rs. 35,000/- per month consolidated) <b>Age Limit: 25 – 30 years</b>
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"><li>• Master's or Bachelors in Human Resource Management, Life Sciences, Sciences, Arts, Commerce.</li><li>• Good interpersonal skills and the ability to communicate effectively with trainees, trainers, partners or hosts and all other stakeholders.</li><li>• Understand various functions of training and ability to add innovativeness through continual improvement.</li><li>• Strong written and verbal communication skills in English</li><li>• Detail-oriented approach</li><li>• Good problem solving and negotiation skills</li><li>• Ability to develop and deliver presentations</li><li>• Ability to remain flexible as projects and priorities change</li><li>• Demonstrated ability to prioritize workload in order to meet multiple deadlines</li><li>• Ability to work independently with minimal guidance as well as collaboratively within a team setting</li><li>• Ability to travel extensively independently</li><li>• Familiarity with basic computer applications: MS Word, Excel, Internet</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 2 Years of working knowledge in the area of delivering training, teaching or coordination of training programs/ events</li><li>• Professional knowledge on disbursement of training programs through demonstrated activity.</li></ul>
<b>Job profile &amp; Essential Function</b>	<ul style="list-style-type: none"><li>• Coordinate with training department and various other stakeholders in effective conduct of the training program.</li><li>• Reach out to all potential participants across India and send them details about the upcoming program.</li><li>• Compute and analyse the data obtained from the feedback forms in various training programs.</li><li>• Work with the vendor in delivering customized training materials like certificates, folders etc. in discussion with Administration &amp; Finance Dept.</li><li>• To deal with enquiries by telephone, letter and email from trainees and trainers.</li><li>• Maintain contact with training venues, monitoring standards and cost effectiveness, and ensuring good relationships are maintained at all times.</li></ul>

	<ul style="list-style-type: none"> <li>• Interact with Local Organising Secretary or Host towards coordination of food, local travel. Process all noting and payments incurred towards training programs that are pre-budgeted in discussion with Administration Dept.</li> <li>• Participate in workshops to learn about various methodologies and assessment methods related to training.</li> <li>• Contribute to the smooth conduct of training program</li> <li>• Coordinate all training programs from 'cradle to grave' for its effective and efficient conduct.</li> <li>• Prepare noting for new programs and process all the administrative and financial dealings in coordination with all departments.</li> <li>• Send email to all trainees about the program, call (when necessary) and aid in their registration and provide information/support to them.</li> <li>• To liaise with trainers and ensure their requirements for training events are met, including booking travel and accommodation as required, ensuring a professional service at all times.</li> <li>• Prepare attendance sheet and take attendance of trainees and trainers during the training program. Collect the electronic mandate forms and process the honorarium for all trainers.</li> <li>• Carry out evaluation of the training (obtained from the trainee feedback forms) by computing it in analysis form and submit to Director Training for its interpretation.</li> <li>• Gather details about various certificate programs, short and in-house courses in the area of clinical development happening across the globe.</li> <li>• Maintain and update the training database and update the information in the training website by providing requisite details.</li> <li>• To work on the course materials and other documents, such as handouts, manuals and exercises received from Director Training towards formatting etc.</li> <li>• To carry out any other duties as directed by the Line Manager.</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. The age limit, 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.
5. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
6. In case a 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. Only shortlisted candidates will be contacted for further discussion.

7. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
8. 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 by e-mail with subject line Application for the post of "**Training Coordinator**" to **cdsa\_admin@thsti.res.in**. Emails received without this subject or incomplete applications, will stand be summarily rejected without assigning any reason.
9. All results will be published on our website and all future communications will be only through email.
10. This position will be placed in CDSA Faridabad office located at NCR Biotech Science Cluster at Faridabad Gurgaon-Expressway, Faridabad.
11. Canvassing in any form will be a disqualification.
12. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy on or before the specified date.

**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.**