ब्रिक–ट्रांसलेशनल स्वास्थ्य विज्ञान और प्रौद्योगिकी संस्थान
BRIC-Translational Health Science and Technology Institute
(An Institute of the Biotechnology Research and Innovation Council, Govt. of India)
NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway,
P.O. Box No. 04, Faridabad – 121001

ROLLING RECRUITMENT NOTICE NO. : THS/RN/02/2024/05-I

ROLLING RECRUITMENT FOR CLINICAL POSITION

S. No.	Name of the Post/ No. of Post / Max Monthly emoluments/ Age Limit	Minimum Qualifications & Experience	Desirable Qualification & Experience/Job Responsibilities
Project : Global Scales for Early Development (GSED) 2.0 - Development of population norms for early childhood development under 36 months **PI : Dr. Nitya Wadhwa**			
1.	**Clinical Research Coordinator** One Rs 1,25,000/- 50 Years	MD/DNB preferably in Pediatrics/pediatric neurology/ Community Medicine with atleast one year of experience after completing MD/DNB. OR Diploma in Child Health/ Pediatrics with atleast two years of post-degree experience. OR MBBS with atleast four years work experience after completing internship, preferably in the field of Pediatrics/ pediatric neurology OR MBBS plus MPH with atleast two years of work experience in clinical research after completing MPH. OR Master degree in Psychology /Clinical Psychology from the recognized university with at least 10 year of post-qualification experience in the relevant field and desirably in clinical research focusing on development assessments in children. **Desirable:** • Work experience in a clinical trial or a public health project.	The Clinical Research Coordinator (CRC) will be leading the study team and will be primary point of contact for operational aspects of implementation of the clinical trial activities from study start-up through database lock, ensuring compliance with GCP and applicable guidance. He/ she will be the primary link between study coordination unit and study investigators. The CRC will have an oversight responsibility for activities undertaken at hospital site. He/she will be responsible for: ➢ Providing input into and/or developing study related material such as clinical operations plan, SOPS, CRF completion guidelines, informed consent, study logs/forms and other study related documents ➢ Supporting the submissions for relevant government / ethics approvals ➢ Developing training module and planning the initial and retraining sessions for the research study staff along with the site CROs (called clinical research officers)

		• Understanding of GCP, regulations and guidelines • Demonstrated ability to develop and implement monitoring plans, SOPs • Computer skills including proficiency in use of Microsoft Office applications • Ability to build effective project teams, ability to motivate others, delegation, drive and timely/ quality decision making • Knowledge of adverse medical event investigation, analysis, and reporting procedures and standards • Effective communication skills, the provision of timely and accurate information to stakeholders • Good organizational behavior and problem-solving skills • Effective time management skills and ability to manage competing priorities	➢ Contribute through operational inputs in protocol and study budget related decisions ➢ Structuring and supervising compliance for the study management plans ➢ Ensuring compliance with the project requirements and cascading the issues/ updates to the relevant stakeholders ➢ Supervising the site preparation, study implementation at site and ongoing study and QC activities ➢ Reviewing protocol deviations and loss to follow up to ensure quality data is delivered ➢ Communicating with investigators at THSTI and site investigator for tracking patient recruitment and progress to study timelines; maintaining and reporting metrics for clinical site performance ➢ Providing input and support to maintain appropriate documentation for adverse event safety monitoring, and collaborating in submission of safety reports to sponsor, Ethics Committees and other applicable authorities ➢ Willing to undergo training, conduct training and monitor study team performing of Neuro developmental assessment of infants ➢ Liasoning with the QM team to ensure good quality of study data ➢ Providing support to site team to prepare for clinical audits and to respond to audit findings conducted by internal QA and external agencies ➢ Supervising the data management progress with data manager and the DM team ➢ Work with coordinating PI to ensure that the trial is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding, or timelines; ➢ Keeping stakeholders informed on study progress, risks and accomplishments.

			➢ Knowledge of adverse medical event investigation, analysis, and reporting procedures and standards • *The Clinical research officer will be based at Civil hospital in Gurugram.* • *Signed commitment to be engaged for a minimum duration of one year from date of joining.*
Project: A multi-country, multi-centre, three-arm, parallel group, double-blind, placebo-controlled, randomized trial of two doses of antenatal corticosteroids for women with a high probability of birth in the late preterm period in hospitals in low-resource countries to improve newborn outcomes (Action-III Trial)			
2.	**Research Officer (Clinical)** One post Rs. 80,000/- 35 years	MBBS from MCI recognized University with clinical research experience. **OR** BDS/ BAMS/ BHMS/ BPT or equivalent degree from MCI recognised University with Master of Public Health (MPH) **OR** BDS/ BAMS/ BHMS/ BPT or equivalent degree from MCI recognised University with at least two years of post-qualification work experience in the field of Pediatrics/ Obstetrics and Gynaecology. **Desirable:** • 2 years of work experience in a clinical trial or a public health project or a MPH degree • Conversant with Good Clinical Practice • Demonstrated ability to develop and implement monitoring plans, SOPs • Computer skills including proficiency in use of Microsoft Office applications • Ability to build effective project teams, ability to motivate others, delegation, drive and timely/ quality decision making • Good organizational behaviour and problem-solving skills • Effective time management skills and ability to manage competing priorities.	The selected candidates will be responsible for oversight of activities related to outcome assessment of newborn, and ensuring that the study is conducted in accordance with study protocol, standard operating procedures, good clinical practice, and applicable guidelines It will involve coordination between investigators, project conduct team, data management team and monitoring team; tracking progress of project with updates; safety reporting within the prescribed timelines; monitoring deliverables; and ensuring adherence to regulatory requirements. She/ He will be responsible for: • Oversight and coordination of outcome assessment in newborns. • Oversight of monitoring of newborns till discharge Safety reporting for adverse events in newborns; preparing the SAEs reports to be shared with all stakeholders in a timely manner • Review and verification of completed CRFs in a timely manner, before they are transmitted to data management team for entry • Timely resolution of queries in data collected. • Supervising the study processes to ensure compliance to SOPs, protocol, national regulations; supervision of process of assessing respiratory support in newborn,

			anthropometry, hypoglycemia, sepsis, etc • Ensuring timely follow-up visits of all newborns till end of study; liaising with project manager for this activity • Coordinating the smooth flow of data from collection to data entry in electronic platform • Reviewing data queries, protocol deviations, loss to follow up for hospital site performance; • Responsible for equipment related to newborn assessments at site • Liaising with the QM team to ensure good quality of study data • Training of research assistants and field workers for newborn data collection, outcome assessments, follow-ups, CRF completion • Any other work assigned by PI • *The RO will be based at Safdarjung hospital in Delhi*

- Last date for receipt of online application : **27th May 2024.**
- The applications will be scrutinised/shortlisted and processed for further selection.

Note for S. No. 1: Those who have already applied in response to recruitment notice no. THS/RN/02/2024/04-I need not to apply again.

GENERAL TERMS & CONDITIONS:

a) These are the short-term positions and extension will be granted subject to satisfactory performance of the incumbents and tenure of the project for which they are selected. Those appointed to these positions will not have any claim for regularization of their employment.

b) All educational, professional and technical qualification should be from a recognized Board/University.

c) The experience requirement specified above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.

d) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.

e) The age limit, qualification, experience and other requirements may be relaxed at the discretion of the competent authority, in case of candidates who are otherwise suitable. In case candidates are not found suitable for the posts notified, they can be offered lower post / lower emoluments on the recommendation of the Selection Committee.

f) Age and other relaxations for direct recruits and departmental candidates: 1. By five years for candidates belonging to SC/ST communities. 2. By three years for candidates belonging to OBC communities. 3. For Persons with Benchmark Disabilities (PwBD) falling under the following categories : (i) UR - ten years, ii) OBC - 13 years (iii) SC/ST - 15 4. Age is relaxable for Central Government servants up to five years in accordance with the instructions or orders issued by the Central Government, from time-to-time. 5. There is no upper age limit for the Institute employees who are treated as departmental candidates. 6. For Ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service.

g) All results/notifications will only be published on our website. Therefore, the candidates should essentially visit THSTI website, regularly.

h) All communications will only be made through email.

i) In case a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience.

j) The no. of vacancy indicated above may change subjected to the actual requirement at the time of Written test/skill test/interview.

k) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.

l) Canvassing wrong information in any form will be a disqualification

HOW TO APPLY:

1. **Documents to be kept handy before filling up the online application:** (all the documents except (i) should be in pdf format):

   i) A soft copy of your passport size photo and signature. (jpeg/jpg/png format)
   ii) A comprehensive CV containing details of qualification, positions held, professional experience / distinctions etc.
   iii) Matriculation certificate (equivalent to 10th Standard) / Mark sheet
   iv) Intermediate certificate (equivalent to 12th Standard) / Mark sheet
   v) Graduation/Diploma degree certificate / Mark sheet
   vi) Post-Graduation degree certificate & Mark sheet (if applicable)
   vii) PhD degree/certificate (if applicable)
   viii) Relevant experience certificates (if applicable)
   ix) Caste / Disability certificate in the format prescribed by the Govt. of India, if applicable

2. **Procedure for filling up online application:**

   i) The eligible and interested candidates may apply online at the Institute's website www.thsti.res.in. Applications through any other mode will not be accepted.
   ii) The following will be the step wise procedure-
   A) Step 1 : Details of applicant
   B) Step 2 : Uploading of documents
   C) Step 3 : Payment of application fee
   - The payment can be made by using Debit Card / Credit Card / Internet Banking / UPI.
   - Once payment is made, no correction / modification is possible
   - Candidates are requested to keep a copy of the provisional receipt forfuture reference.
   - Fee once paid shall not be refunded under any circumstances.

- Details of fees to be paid are as shown below:

S. No	Applying on direct recruitment	Application fee amount
1.	Unreserved, OBC & EWS candidates	Rs 236/-
2.	SC/ST/Women/PwBD	Rs 118/-

D) Step 4 : Submission of application form

iii) On successful submission of application, an auto-generated email containing the reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.

iv) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.

v) Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.

vi) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.

vii) In case of difficulty in filling up the online form, please send e-mail to **personnel@thsti.res.in** along with the screenshot of the error displayed (if any).

"Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply"

(M.V. Santo)
Head-Administration

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