

CLINICAL DEVELOPMENT SERVICES AGENCY
An extra mural unit of THSTI,
An autonomous organization of 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/8.4/2021

Name of the post	Data Entry Operator, 04 Positions
Consolidated salary per month (Up to)	Rs. 18,000/-
Duration	36 Months (Initial appointment will be for one year and likely to be extended as per the requirement of the Project).
Location	This position will be placed at provisional sites (Maulana Azad Medical College (MAMC), Lady Hardinge Medical College, Safdarjung Hospital, GuruTeg Bahadur Hospital). These sites can be modified as per requirement of the Project.
Age	18-30 years
Job profile	The Data Entry Operator will be responsible for: <ul style="list-style-type: none"> • Entering data into database, manage and maintain effective record keeping data • Receiving Case Report Forms (CRFs) from clinical team • Maintain accountability of received CRF pages • Creating annotated CRFs • Performing accurate data entry into the database with a high attention to time lines. • Perform Quality Check of the data and responding to the queries raised the DM team
Qualifications and Experience	Graduate in any discipline with 2 years' experience as clinical data entry operator. A speed test of not less than 15000 key depressions per hour through speed test on computer
Skills	<ul style="list-style-type: none"> • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in use of Microsoft Office applications • Good organizational behavior and problem solving skills • Well versed in recording the data • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good spelling, grammar, and punctuation skills

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 Chairman of the Interview Committee, in case candidates are otherwise well qualified.
5. Age will be reckoned from last date of receipt of application.
6. Only shortlisted candidates will be called for personal discussion and / or video conferencing after verification of essential qualification and experience.
7. Incomplete applications will stand summarily rejected without assigning any reasons.
8. The salary is a consolidated sum as per sanctioned order without any other benefits. Salary mentioned against the position is the maximum and can be lesser based on candidate's experience, qualifications, skill set, etc.
9. **This position is strictly project-based.**
10. All results will be published on our website and all future communications will be only through email
11. Candidates (Including SC/ST and other backward classes) are not entitled for the travel reimbursement or any other reimbursement for attending the interview.
12. Canvassing in any form will be a disqualification.

Procedure for filling online application:

- a. Before filling up the online application, keep the following documents handy:
 - i) A soft copy of your passport size photo and signature. (only jpeg/jpg format, file size 50 kb maximum)
 - ii) A comprehensive CV (PDF format only, file size 1 mb maximum) containing details of qualification, positions held, professional experience/distinctions etc.
 - iii) Candidates are requested to use Google Chrome internet browser for best results in submission of online application.
- b. Once online application is submitted, no correction/ modification is possible.
- c. In case of difficulty in filling up the online form, please send an e-mail to mahendersingh.cdsa@thsti.res.in
- d. On successful submission of your application, a pop up window will appear showing the reference number. Please keep a note of the reference number for future correspondence.

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 CDSA. 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 & Age in case of deserving candidates.

Last date for receipt of online application is 25th April 2021

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