

**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/13.1/2021**

<b>Particulars</b>	<b>Details</b>
<b>Name of the post</b>	Data Manager (01 Position) (A Phase III, Multicenter, Randomized, Double-blind, three arm Placebo controlled Trial to Evaluate the Efficacy and Safety of two vaccines in Preventing Tuberculosis (TB) in Healthy Household Contacts of Newly Diagnosed Sputum Positive Pulmonary TB Patients funded by ICMR in Six States of India)
<b>Emoluments</b>	upto 75000/- INR per month
<b>Duration</b>	One year and likely to be continued
<b>Location</b>	The Person will be posted at ICMR Delhi office occasionally coming to CDSA Faridabad.
<b>Responsibilities</b>	<p><b><u>Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Providing data management services for the project</li> <li>• Providing exploratory data analysis support as per requirement of the group</li> <li>• Providing technical support to the consortium.</li> <li>• Working knowledge of Query management, data cleaning, data freezing and data archival.</li> <li>• Sound knowledge of Clinical Database Development tools, logics and techniques and GCDMP</li> <li>• Working knowledge of database standards</li> <li>• AE/SAE reconciliation</li> <li>• Preparing interim reports and review of listings of data for clinical trial status and data extraction in collaboration with the statistician</li> <li>• Lead in preparation of datasets for analysis including data cleaning and ensuring compliance with the data protection.</li> <li>• Preparation of Data transfer guidelines for external data load and self-evident correction chart.</li> <li>• Interact with other project team members to support the set-up, maintenance, and closure of the Data Management aspects of the project</li> <li>• Working knowledge of Quality Check of Database Design, Validation Program, Annotated CRF, Data</li> </ul>

<b>Particulars</b>	<b>Details</b>
	<p>Extract Views, Laboratory Details, Site and Investigators and Final Data Listings</p> <ul style="list-style-type: none"> <li>• Working knowledge of study development process, CDM SOPs, CDISC &amp; SDTM standards</li> <li>• Any other responsibility assigned by the PI</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Essential:</b></p> <p>Educated to Graduation degree level in healthcare field, IT, Computer Applications with 4 years' experience in clinical data management and/ or data analysis</p> <p style="text-align: center;">OR</p> <p>Master's degree in healthcare field, IT, Computer Science, Computer Applications with 2 years' experience in clinical data management and/ or data analysis</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) B.E. (Computer Science)/B. Tech (Computer Science) from a recognized University</li> <li>2) Doctorate or M. Tech Degree in Computer Science or relevant subject form a recognized University.</li> <li>3) Knowledge of MySQL, Data Mining, Data cleaning and Data analytic.</li> <li>4) Familiarity with CDMS and/or SAS/ R or any other programming Skills</li> <li>5) Working knowledge of C++/JAVA and PHP and web development.</li> <li>6) Working knowledge of working and development in LINUX environment.</li> </ol>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• IT literate (experience with Microsoft based applications and other CDMS applications)</li> <li>• Must have experience in handling EDC tools</li> <li>• Demonstrated knowledge of validation programming</li> <li>• Demonstrated knowledge of query management and data cleaning</li> <li>• Must understand clinical trials and familiarity with clinical data management functions.</li> <li>• Good interpersonal, verbal and written communication skills.</li> <li>• Client focused approach to work.</li> <li>• A flexible attitude with respect to work assignments and new learning.</li> <li>• Meticulous attention to detail.</li> <li>• Effective time management in order to meet metrics or team objectives.</li> </ul>

Particulars	Details
	<ul style="list-style-type: none"> <li>• Commitment to project and team goals.</li> <li>• Must be able to work independently but seek guidance when necessary.</li> <li>• Team player with outstanding inter-personal, negotiation skills and organizational skills.</li> <li>• Sense of urgency in completing assigned tasks</li> <li>• Exhibits a sense of urgency about solving problems and completing work.</li> <li>• Shows commitment to and performs consistently high quality work.</li> <li>• Ability to model behaviors and ethics in line with CDSA Mission and Vision.</li> </ul>

### **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 the number of position 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. Only shortlisted candidates will be contacted for interview
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 the maximum and can be lesser based on candidate's experience, qualifications, skill set, etc. A 10% annual increase in salary is based on the performance.
8. The annual premium costs of insurance policies bought by CDSA for the employees will be deducted from his /her salary. The Subscription of CDSA insurance policy is mandatory.
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.
13. **Submission of application will be thru online mode only otherwise it will get rejected or ignored.**

**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](mailto:mahendersingh.cdsa@thsti.res.in)
- d. Those who have applied once need not to apply again.**
- e. Only technical queries will be resolved (if any), other than technical will not be entertained.**
- f. On successful submission of your application, an auto-generated email containing a reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.

**NOTE:THIS IS A ROLLING OUT ADVERTISEMENT ON CDSA WEBSITE ONLY. THE APPLICATION WILL BE SCREENED ON WEEKLY BASIS. INCASE A SUITABLE CANDIDATE IS NOT FOUND, THE CALL FOR APPLICATION WILL REMAIN OPEN TILL SUITABLE CANDIDATEIS FOUND. ASSOONASSUITABLE CANDIDATE IS FOUND, THIS RECRUITMENT NOTICE WILL BE CLOSED ON OUR WEBSITE.**

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

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