



ALLINDIAINSTITUTE OF MEDICAL SCIENCES, BATHINDA
 JODHPUR ROMANA, MANDI DABWALI ROAD, BATHINDA, PUNJAB- 151001
 ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ | ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ



RECRUITMENT CELL

AIIMS/BTI/RC/Project/1518

15 July 2024

Advertisement for Walk-In Interview for the Post of Clinical Research Coordinator

Opening Date	15 July 2024
Date of Walk-In-Interview	05 August 2024 at 11:00 AM
Reporting Time for Candidates	09:00 AM to 10:30 AM (05 August 2024)
Venue	College Council Hall, Admin Block, Medical College, AIIMS Bathinda

Applications in the prescribed format are invited for the post of “Clinical Research Coordinator” post in Department of Nephrology, AIIMS, Bathinda, for EXTRAMURAL sponsored project titled: “Treatment of cardiovascular disease with low dose Rivaroxaban in Advanced Chronic Kidney Disease (TRACK)” for a period of 12 months surely on contractual basis as per below mentioned details: -

Name of Post & Number of Post	Tenure of the Post	Monthly Emoluments	Essential Qualification & Age Limit	Desirable Qualification
Clinical Research Coordinator (One)	12 Months	₹ 15,000/- per month (Consolidated)	Bachelor/Masters in life Science/social work/public health AND Diploma/Degree in Clinical Research <u>Age Limit.</u> 35 years on the date of interview.	1. Experience of online database management software's like RED cap/ Octal soft/ Accelaint/IBM clinical development 2. Knowledge of Microsoft Excel, word, Power Point, and other internet programs 3. Good clinical practice (GCP) certification Good analytical, negotiation, communication (oral and written) skills

Roles and Responsibilities of Staff: - ClinicalResearchCoordinator-1(UR)

Research Coordinator post will be an essential team member of the Extramural funded multi centric, and multinational clinical research project titled: "Treatment of cardiovascular disease with low dose Rivaroxaban in Advanced Chronic Kidney Disease (TRACK)" at AIIMS, Bathinda site.

Responsibilities of the Research coordinator shall include implementation of the research protocol for the site i.e., recruiting research subjects, conducting in-depth interviews and qualitative data coding, maintaining follow up records and data entering for the trial purpose. Research Assistant shall report to the Principal Investigator of Track Study at, Dept. of Nephrology, AIIMS, Bathinda, and shall be -

- (1) Obtaining a written consent from each Participant or from their legally acceptable representative participating in the Study as specified in the Protocol and as required by the Applicable Laws prior to enrolling a Participant into the Study and shall further ensure that all Participants or their legally acceptable representative understand the latest information sheet and consent form approved by the Institutional review board.
- (2) Obtaining an audio-visual informed consent process for all vulnerable participants in addition to the written consent. Such audio-visual recording and related documentation must be preserved adhering to the principles of confidentiality by the Investigator.
- (3) Obtaining and maintaining approvals or communications from the Sponsor, IEC and to provide support in documentation / developing progress reports and SAE (serious adverse event) reporting, as required from time to time; and to help in facilitating coordinate on between Account Office, Research Cell Office, and Director's Office of AIIMS for smooth and timely functioning.
- (4) Ensuring the protection of the rights, safety and well-being of Participants, and the scientific integrity of the Study; Understanding and strictly adhering to all requirements of the Protocol and clinical trial agreement between investigator, institute and sponsor; Maintaining updated and accurate records pertaining to the Study.
- (5) He/She will be required to act in accordance with proper professional attitude in order to make the smooth conductance of the clinical study at AIIMS, Bathinda; and, in all respects shall be bound by the due obligations under the "TRACK Clinical Trial agreement with AIIMS, Bathinda Version 2.0 Dated (25-Nov-2021)". All such obligations may exist from time to time.

Mode of Selection : Interview/ Written exam or both (at Academic Block, Medical College Building, AIIMS, Bathinda)

How to apply : Applicants are required to post /Mail duly filled application form along with following documents by **30 July 2024 by 5.00 PM.**

Documents required at the time of interview :-

- Two passport size photographs.
- Self-attested photo copies of relevant documents pertaining to educational qualification and experiences.
- Application Form in prescribed format.
- All Educational and experience documents in Original.

General Information to the Candidate

- (1) Candidate should bring self-attested photo copies, eligibility qualification mark sheets, degrees, experience certificate, qualifying degree registration with statutory council (if applicable) and other relevant testimonials at the time of interview.
- (2) All information / updates pertaining to this advertisement including result, joining etc. will be displayed on the AIIMS, Bathinda website which is www.aiimsbathinda.edu.in
- (3) No individual intimation may be sent by the AIIMS Bathinda to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website
- (4) No TA/DA will be paid for attending interview
- (5) Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant
- (6) Please note the details of requirement for eligibility and details of salary before applying for the post in detail.
- (7) **Tenure:** The assignments are purely on contract basis for the period specified above. This appointment will not vest any right to claim by the candidate for regular appointment or Permanent absorption in AIIMS, Bathinda, UNICEF or for continued contractual appointment. Candidates have no right to claim permanent employment based on this job.
- (8) **Expiry of Contract:** The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at anytime by either side by giving 30 days "notice or salary in lieu thereof.
- (9) **Accommodation:** No hostel or any other accommodation will be provided by the Institute

All candidates should submit the filled application in the prescribed format and Bio-data on the day of Walk In-Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience, on 05 August **2024** at 09:30 AM at the **College Council Hall, Admin Block, Medical College, AIIMS Bathinda**. For any query, the candidate can mail to **Dr. Saurabh Nayak** Principal Investigator, Professor, Department of **Nephrology** nephrology@aiimsbathinda.in information and further updates will also be available on the website www.aiimsbathinda.edu.in.

Note:-

1. The above posts are purely temporary for sanctioned project and duration.
2. No TA/DA or any other allowances will be paid for attending the interview.
3. Your appointment may be cancelled at any time in case of any misconduct, unsatisfactory work or if the candidate is found ineligible later.
4. The rules and regulations of AIIMS Bathinda and/or funding agency (ICMR) will be applicable on the selected candidate.

GENERAL TERMS & CONDITIONS: -

1. Reporting time for candidates starts at 09:00 AM on 05 August 2024 and closing time to report for interview is 10:30 AM on 05 August 2024, after which no additional candidates would be entertained for interview.
2. The above posts are filled-up on purely on temporary basis, co-terminus with the project & the candidate will have No right to claim for permanent Employment under ICMR/AIIMS, Bathinda or continuation of his/her services in any other project.
3. No enquiries shall be entertained in this regard after due date.
4. Post may increase/decrease as per requirement and at the sole discretion of Competent Authority, AIIMS, Bathinda.
5. Candidate should bring duly filled form, self-attested photocopies, eligibility qualification mark sheets, degrees, experience certificate, qualifying degree registration with statutory council (if applicable) and other relevant testimonials at the time of interview.
6. All information / updates pertaining to this advertisement including result, joining etc. will be displayed on the AIIMS, Bathinda website which is www.aiimsbathinda.edu.in
7. No individual intimation may be sent by the AIIMS BATHINDA to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website www.aiimsbathinda.edu.in
8. Please note the details of requirement for eligibility and details of salary before applying for the post in detail.
9. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
10. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
11. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
12. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
13. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
14. In case of any unforeseen circumstances, if the project is stalled or postponed, the salary may be delayed/ stopped for that period.
15. Canvassing in any form will be a disqualification.
16. Age / Education qualification / Experience will be considered till last date of the advertisement.

**Recruitment Cell,
AIIMS, Bathinda**

FORMAT FOR APPLICATION

1. Name of the Post applied for:
2. Advertisement File No. & Date:
3. Name of the Candidate (BLOCK LETTER) :
4. Father's Name (BLOCK LETTER) :
5. Date of Birth:
6. Age:
7. Gender:
8. Category (UR/OBC/SC/ST) :
9. Permanent Address:
10. Address of Correspondence:
11. Email Address:
12. Phone No. Mobile _____ Landline No.
13. Qualification from High School and above:

**Passport
Size
Photo**

S.No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

14. Experience (Post Qualification):

S.No.	Post	Name of the Institution	Fro (DD/MM/YY)	To (DD/MM/YY)	Total Experience	Duties & Responsibility
1.						
2.						
3.						
4.						
5.						

15. If selected what period would you require for joining the post:
- _____

16. I have read the salary description mentioned in notice in detail and not only I fully agree to it but also would abide by the principle mentioned. Yes/No

17. Please provide two references with whom you have worked in the past with their email id and contact number.

I solemnly affirm that the information furnished above is true and correct in all respects

To the best of my knowledge. I have not concealed any information. I undertake that any information furnished here in if found to be in correct or false, and then I shall be liable for action as per rules in force.

Name of Candidate:
Date

Signature of Candidate:
Place:-

(Signature of the Candidate)

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*Kindly attached self-attested copy of all necessary documents in favor of your eligibility about qualification and experience.

Enclosures attached:-

- 1.
- 2.