

**ADVERTISEMENT FOR WALK IN INTERVIEW FOR THE POST OF CLINICAL RESEARCH COORDINATOR ON CONTRACTUAL BASIS IN DEPARTMENT OF NEPHROLOGY, AIIMS, BATHINDA**

<b>Opening Date</b>	<b>22 Aug 2023</b>
<b>Date of Walk-In-Interview</b>	<b>28 Aug 2023 at 10:00 AM</b>
<b>Reporting Time for Candidates</b>	<b>09:00am to 10:00 AM</b>
<b>Venue</b>	<b>College Council Hall, Admin Block, Medical College, AIIMS Bathinda</b>

AIIMS, Bathinda conducts "Walk in Interview" for filling up 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 purely on contractual basis as per below mentioned details: -

S. No	Title	Description	Comments
1	Post Name	Clinical Research Coordinator	
2	Tenure	1 year	Renewable for the project duration subject to performance of the individual and requirement of the project
3	Resource requirement	1 (ONE)	Unreserved for category
4	Nature of Post	Contract (Temporary)	Tenure is extendable
5	Salary	15,000 Rs per month (consolidated)	No HRA shall be given
6	Educational Qualification	Bachelor/Masters in life Science/social work/public health <b>AND</b> Diploma/Degree in Clinical Research	
7	Skill & competence	<b>Essential:</b> 1. Experience of online database management software's like REDcap/ Octalsoft/ Accelaint/IBM clinical development 2. Knowledge of Microsoft Excel, word, PowerPoint, and other internet programs 3. Good clinical practice (GCP) certification 4. Good analytical, negotiation, communication (oraland written) skills	<b>Desired:</b> 1. Well versed in local languages (PUNJABI & HINDI) and English (oral and written)
8	Maximum Age	30 years	

**Job Description: Clinical Research Coordinator- 1 (UR)**

Research Coordinator post will be an essential team member of the Extramural funded multicentric, 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 responsible for-

- a) 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.
- b) 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.
- c) 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 coordination between Account Office, Research Cell Office, and Director's Office of AIIMS for smooth and timely functioning.
- d) 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 the clinical trial agreement between investigator, institute and sponsor; Maintaining updated and accurate records pertaining to the Study.
- e) 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.

**Salary Description:** Candidate will be given the consolidated salary mentioned above commencing from the end of first three months of joining (back dated salary will be given from the date of joining) since the extramural grant will be paid to the site (AIIMS, Bathinda) in retrospect after enrolling participants to the trial.

Applicants are required to bring the duly filled application form along with following documents on **28 Aug 2023 at 9 AM.**

## **Documents required at the time of interview**

- Two passport size photos
- 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 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.
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](http://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 disqualification 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 any time 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

**Recruitment Cell,  
AIIMS, Bathinda**

## FORMAT FOR APPLICATION

**Passport Size  
Photo**

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:

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	From (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 herein if found to be incorrect or false, then I shall be liable for action as per rules in force.

Name of Candidate:  
Date  
Place

Signature of Candidate:

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

Enclosures attached: -

- 1.
- 2.