



AIIMS/Nephrology/2020/

Date: March 16, 2021

ADVERTISEMENT FOR WALK IN INTERVIEW FOR THE POST OF CLINICAL RESEARCH COORDINATOR ON CONTRACTUAL BASIS IN DEPARTMENT OF NEPHROLOGY, AIIMS, RAIPUR, CHHATTISGARH-492099.

AIIMS, Raipur conducts 'Walk in Interview' for filling up of "**Clinical Research Coordinator**" post in Department of Nephrology, AIIMS, Raipur, for EXTRAMURAL 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:-

Date of Interview: - 1st April 2021 (Thursday) Time: - 10:00 am
(Candidates are requested to reach the venue by 9:00 am for scrutiny of documents)

Place of Interview: - D-1, Fourth Floor,
Room No-429
New hospital building,
AIIMS, Raipur, C.G

General Information to the Candidate:

- Shortlisted 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
- All information / updates pertaining to this advertisement including result, joining etc will be displayed on the AIIMS , Raipur website which is www.aiimsraipur.edu.in
- No individual intimation may be sent by the AIIMS Raipur to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website
- No TA/DA will be paid for attending interview
- Any attempt to unduly influence the selection process will lead to automatic dis-qualification of the applicant
- Please note the details of requirement for eligibility and details of salary before applying for the post in detail.



AIIMS/Nephrology/2020/

Date: March 16, 2021

Table 1. Details of the requirement for eligibility

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)	Un reserved for category
4	Nature of Post	Contractural	
5	Salary	20,000 Rs per month (consolidated)	Salary will be subjected to patient recruitment in the project
6	Educational Qualification	Essential: 1. Masters in life Science/social work/public health AND 2. Diploma/Degree in Clinical Research	
7	Skill & competence	Essential: 1. Experience of online database management softwares like REDcap/Octalsoft/Accelaint 2. Knowledge of Microsoft Excel, word, powerpoint and internet programmes 3. Good clinical practice certificate 4. Good analytical, negotiation, communication (oral and written) skills	Desired: Well versed in local language (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, Raipur 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



AIIMS/Nephrology/2020/

Date: March 16, 2021

records and data entering for the trial purpose. Research Assistant shall report to the Principal Investigator of Track Study at, Dept. of Nephrology, AIIMS, Raipur, and shall be responsible for .

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 coordination between Account section/office, finance department/research cell/Director's cell 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 the 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, Raipur; and, in all respects shall be bound by the due obligations under the "TRACK_CTA_Template_V2.0_15-Dec-2020_AIIMS, Raipur_08-Feb-2021_Final". All such obligations may exist from time to time.

6. Details of Salary:

Since the above stated project is an extramural funded one, remuneration to the institute by the sponsor will be done on the basis of number of participants recruited by the department. Salary to the research coordinator will be paid only through the remuneration received by the institute. Due to the uncertainties involved in the eligible patient selection and recruitment, there could be significant delay in the payment process and it may happen to be paid in the form of arrears throughout the tenure.



AIIMS/Nephrology/2020/

Date: March 16, 2021

7. Applicants are required to post duly filled application form along with following documents by **30th March 2021 by 5:00PM.**

1. Two passport size photo
2. Self attested photo copies of relevant documents pertaining to educational qualification and experiences

Address for postal communication:-

**Administrative office
2nd floor, Medical College Building
AIIMS Raipur
GE Road, Tatibandh
Chhattisgarh
Raipur- 492099**

Terms and Conditions:

It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Any misinformation detected at any stage will make the candidate liable for legal action. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she does not fulfill essential eligibility criteria.

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 Raipur or UNICEF or for continued contractual appointment. Candidates have no right to claim permanent employment based on this job.

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.

Accommodation: No hostel or any other accommodation will be provided by the Institute



Department of Nephrology

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (CG)

AIIMS/Nephrology/2020/

Date: March 16, 2021

Leave rule:

Candidate will be entitled to have 15 days leave (including medical and casual leave) in a calendar year on pro-rata basis. Leave encashment and carryover of leave for tenure will be not being admissible. The candidate who is already in government service shall submit 'No Objection Certificate' from the present employer at the time of interview.

Canvassing of any kind will lead to disqualification.

Private practice of any type is prohibited.

He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.

The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.

The candidate should not have been convicted by any Court of Law.

In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

आरोग्यम् सुखं सम्पदा

Dr. Saurabh Nayak (PI)

Assistant Professor

Department of Nephrology

AIIMS, Raipur, Chhattisgarh.

डॉ. सौरभ नायक
Dr. Saurabh Nayak
सहायक प्राध्यापक (किडनी रोग विभाग)
Assistant Professor (Nephrology)
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.)
All India Institute of Medical Sciences, Raipur (C.G.)

State :-

--	--	--	--	--	--	--	--	--	--

Pin :-

--	--	--	--	--	--

7. Date of Birth with
documentary evidence:

Date	Month	Year

8. Category: UR/ OBC/ SC/ ST

9. Gender :- Male/Female

10. Educational Qualifications (Highest Qualification on first)

Name of the Examination	Subject/ Discipline/ Specialty	University/ Institute/ College	Year of Passing final examination	Marks Obtained (Percentage)

11. Work Experience (if any) :

12. If selected what period would you require for joining the post:

13. I have read the salary and leave description mentioned in advertisement in details and not only I fully agree to it but also would abide by the principle mentioned. **Yes/No**

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 the Candidate

Signature of the Candidate

Date:

Place: