

ADVERTISEMENT FOR CLINICAL COORDINATOR ON CONTRACTUAL BASIS FOR "HTA OF NATIONAL STROKE CARE REGISTRY PROGRAMME - DEVELOPMENT OF HOSPITAL BASED STROKE REGISTRIES (HBSR) IN DIFFERENT REGIONS OF INDIA" AT AIIMS, RAIPUR, CHHATTISGARH

No. _____

Date: 10.02.2022

(Walk-in-Interview)

Scheduled **Walk in -Interview** will be **conducted on 25.02.2022 (Friday)** for filling up of following posts in HTA of National Stroke Care Registry Programme - Development of Hospital Based Stroke Registries (HBSR) in different regions of India at AIIMS Raipur, Chhattisgarh purely on contract basis :-

S. No.	Name of Post	No. of vacancies
1	i) Clinical Research coordinator	01

3	<u>Period of contract :-</u>	The post will be initially for a period of 6 (six) months extendable upto 12 (twelve) Months depending on candidates' performance.
4	<u>Age Limit :-</u>	Not Exceeding 35 years as on 25.02.2022
5	<u>Consolidated Salary (per month) :-</u>	18000 (eighteen thousand) Rupees per month
6	<u>Essential Educational Qualification :-</u>	<i>Clinical research coordinator:</i> 1. Nursing graduate or Pharmacy graduate The candidate should have minimum experience of twelve months as clinical research coordinator.
7	<u>Essential Experience (if required):-</u>	<i>Clinical coordinator:</i> <ul style="list-style-type: none"> • Good English communication skills. Good skills in reading handwritten Notes / Doctor's prescription. Basic knowledge of medical terms and terminologies. • Basic knowledge of Computer JOB DETAILS • Ensure that clinical research studies are conducted in accordance with the protocol, standard operating procedures, good clinical practice (GCP) guidelines, and other applicable regulatory requirements. • Help sponsor/monitors in site initiation, monitoring and close - out visits in accordance with contracted scope of work and GCP guidelines. • Review informed consent document procedures. • Help in study - related training to assigned site

		<p>personnel and establish regular lines of communication with the Investigators to manage ongoing project expectations and issues.</p> <ul style="list-style-type: none"> • Maintain the quality and integrity of the practices of the site related to the proper conduct of the protocol and adherence to applicable regulations. • Ensure accurate data entering and reporting via online system • maintain site source documents, medical records and site files • Interpret data to identify protocol deviations and risks to subject safety data integrity. <p>Nature of work: shift duty (9 am to 5 Pm)</p> <p>Only full time experience after obtaining essential qualification will be considered.</p>
8	<u>Job Responsibilities :-</u>	<ol style="list-style-type: none"> 1. Have to work in general medicine opd/ ward, Radiology department/ medical record department. 2. He/she will be required for coordinating with PI at study sites at headquarters, study monitoring, for collection of data and follow up of participants in the cohort. 3. All the data recording, reporting and entries. 4. All work assigned by PI for the project. 5. This project may require calling the patient, helping or guiding them in the hospital and follow up for any events. <p>Shift duty (9 am to 5PM)</p>
9	<u>How to Apply :-</u>	<p>Candidates are requested to send there all documents as scanned copy to email id drpankajkannauje@aiimsraipur.edu.in for verification latest by 22/02/2022. The candidates are requested to provide email id and contact number of the previous project Incharge too for verification of their experience certificate. It will be the responsibility of candidate to ask their previous project Incharge to confirm the queries sent by us, unable to do so will make them ineligible for the post.</p> <p>On day of interview, eligible candidates are desired to bring the duly filled application form in the attached format along with all original mark-sheets and certificates in support of educational qualification and experience certificate (if any), any one original photo bearing identity</p>

		card issued by any Government authority (Aadhar/PAN/Voter ID/Driving license) and one set photocopy of each document. Candidates failing to bring any of the above documents will not be allowed to appear for interview.
10.	<u>Date and time of interview and/or written examination and address of the venue</u>	25.02.2022 (Friday) time 12:30 PM, room no D1-414, 4th floor D block, Gate no 4, AIIMS Raipur
11.	<u>Reporting time :</u>	Only those candidates who are found eligible after scrutiny of provided documents through email are requested to report at 10 AM in Department of General Medicine OPD room no 2 to Miss Kiran Manikpuri for document verification. Those who have not been called won't be entertained.

Selection Process :-

- i) List of eligible candidates will be sent to their respective email- id. No separate call letters/admit cards will be issued.
- ii) In case of large number of applications, interview may be spilled over next day or a screening test may be held or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority in this regard will be final and no correspondence whatsoever will be entertained in this connection.
- iii) Selection will be made on the basis of performance in interview and/or written test. Written test, if conducted, will consist of multiple choice objective questions only.

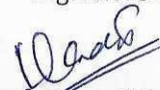
Terms and conditions of appointment:-

1. The appointment is purely on CONTRACT BASIS initially for a period of 6 (six) months with effect from the date of joining, extendable upto 12 (twelve) months depending on the performance of the candidate and requirement of the project. If the contract is not extended further, the same will lapse automatically. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary without assigning any reason or on failure to complete the period of three months to the satisfaction of the competent authority. Candidates should note that their appointment will be for the Project only and they will NOT be the employees of AIIMS Raipur.
2. No other/ additional allowances other than the consolidated salary mentioned will be admissible. The appointee shall NOT be entitled to any of the benefits available to other employees of AIIMS Raipur appointed on regular basis.
3. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
4. The appointee shall not have any right or claim to appointment on regular basis in AIIMS Raipur on any post.

5. The appointee shall be on whole time appointment for the project concerned and shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
6. If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have before the designated medical authority.
7. No TA will be admissible for attending the interview/written test and for joining the duties in case of selection.
8. Leave entitlement of the appointee shall be governed in terms of instructions contained in DOP&Ts OM No. 12016/3/84-Estt.(L) dated 12.4.1985 as amended from time to time.
9. If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.
10. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
12. The decision of the competent authority regarding selection of candidate will be final and no representations in this regard will be entertained.
13. Final result will be declared on the website of AIIMS Raipur and selected candidates will be informed through email.
14. Candidates are advised to regularly visit the website of AIIMS Raipur (www.aiimsaraipur.edu.in) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding change in date and time of interview/written exam.

For any queries contact or write to:

Signature of P.I.



Prof. Vinay R Pandit,
Professor & HOD, General Medicine
AIIMS-Raipur

Email id: drvinayrpandit@aiimsraipur.edu.in
vinayrpandit@gmail.com

4. संपर्क विवरण / Contact Details:-

एस.टी.डी. कोड सहित फोन नं./

Phone No. With STD Code

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मोबाईल नं./ Mobile No.:

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ईमेल / E-mail

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5. प्रमाणपत्र के अनुसार जन्मतिथि /

Date of Birth with documentary evidence

दिनांक / Date

माह / Month

वर्ष / Year

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साक्षात्कार/परीक्षा की तिथि को आयु

Age as on date of interview

वर्ष / Year

माह / Month

दिन / Day

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7. श्रेणी (अजा/अजजा/अपिव/अना.)

Category (SC/ST/OBC/UR)

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8. लिंग / Gender:

(संबंधित पर चिन्ह लगाएं / Tick the relevant)-

पुरुष / Male

महिला / Female

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9. Person with disability (PWD)/ विकलांगता- (Yes/No)

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10. शैक्षणिक योग्यता / Educational Qualification:-

परीक्षा का नाम / Name of the Examination	विषय / विधा / विशिष्टता / Subject/ Discipline/ Speciality	विश्वविद्यालय / संस्थान / महाविद्यालय / University/ Institute/ College	पाठ्यक्रम को पूर्ण करने की तिथि / Date of completion of course	अंतिम परीक्षा उत्तीर्ण करने का माह तथा वर्ष / Month & Year of Passing final examination	प्राप्तांक / Marks obtained	पाठ्यक्रम की अवधि / Duration of Course
अन्य कोई योग्यता / Any other Qualification						

11. Work Experience(if any):- **experience of one year as clinical coordinator is mandatory to apply for this post**

संस्थान/कार्यालय का नाम/ Name of the organisation /office	पद नाम / Designation	कब से / From	कब तक / To	कार्य का प्रकार /Job responsibilities

सूची संलग्न करें (यदि आवश्यक हो तो) / Attach annexure (if required)

12. प्रकाशन (यदि कोई हो)/Publications (if any)

(केवल PUBMED इंडेक्स जर्नल/only PUBMED indexed journals): सूची संलग्न करें /Attach annexure

13. चयन की स्थिति में पद ग्रहण करने हेतु कितना समय आप को चाहिए /If selected what period would you require for joining the post: _____

मैं पुष्टि करता हूं कि ऊपर दी गई जानकारी मेरे ज्ञान के अनुसार सही है। मैंने कोई जानकारी नहीं छिपाई है। मैं समझता हूं कि यदि कोई जानकारी गलत पाई जाती है, तो मैं नियमानुसार कार्रवाई के लिए उत्तरदायी रहूंगा।

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.

Date:-

Place:-

(हस्ताक्षर /Signature of Candidate)

नाम /Name of Candidate: