ICMR-National AIDS Research Institute
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
Plot No.73, G - Block, MIDC, Bhosari, Pune - 411 026
Phone No. 27331200, Fax.No.020-27121071,email:recruitment.nari@gmail.com

Advertisement No: NARI/COVOVAX/2020-2021 **Date: 12-08-2021**

Online applications through website are invited up to 23-08-2021 for the following post under the project entitled "A phase 2/3, observer-blind, randomized, controlled study to determine the safety and immunogenicity of Covovax [SARS-CoV-2 recombinant spike protein nanoparticle vaccine (SARS-CoV-2 rS) with Matrix-M1™ adjuvant] in Indian adults". This post is purely temporary basis.

The hard copy of duly filled and submitted application form along with full bio-data, attested copies of proof of age, qualifications and experience should be sent to this office by post on or before 31-08-2021.In case of OBC Non-creamy layer certificate from the competent authority empowered to issue such certificate.The tentative date for personal discussion via skype/ video call will be confirmed to the shortlisted candidate through phone or email.

Sr. No	Name of the post	Age	Essential Qualification	Desirable Qualification	Consolidated Salary	Job Responsibility
1.	Project Assistant **1 Post**	30 years	Graduate degree in Life Sciences /Business Administration/ Business Management from a recognized university with three years of work experience OR Master's degree in Life Sciences /Business Administration/ Business Management from a recognized university	○ Thorough knowledge of FDA and ICH GCP guidelines to ensure the appropriate conduct of the clinical study ○ 2 years experience in multicentric Clinical Trials coordination ○ Working knowledge of email systems, eTMF. ○ Excellent communication skills. ○ Good time-management and efficiency skills. ○ Able to work independently as well as in a team	Rs.31,000/-	○ Maintain up-to-date participating sites information (including all contact details, contracts, and budget information). ○ Responsible for preparing the Investigator and Sponsor files with essential documents for the initiation of sites participating in clinical studies. ○ Responsible for archiving at the end of study under relevant SOPs, policies and local regulatory ○ Proactively identifies issues and raises them to study staff to take necessary corrective action to ensure smooth and rapid progress of the study ○ Act as an active participant of clinical study. Assist study staff with study-related activities such as: - organizing study meetings and scheduling travel, - producing minutes for study-related meetings, - updating contact details, - maintaining study documentation, ○ Keep up to date with all the changes/required knowledge on ICH GCP, written standards, and attending appropriate training ○ May be responsible for supporting multiple studies simultaneously and must prioritize appropriately to ensure delivery of results ○ The requirement to communicate and work effectively with medical staff/physicians/scientists who are often senior within their field, being mindful of their standing within the medical and/or research community ○ Preparation of Utilization certificate, Statement of Expenditure and handling of budget.

It is mandatory:

Age and experience are relaxable in deserving cases. Government servants should apply through a proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application on email. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.

12 AUG 2021

Principal Investigator **A.O** **Director**