

**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, Bhosari, Pune – 411026**  
**Phone No. 27331200, Fax.020-27121071**  
**Website- <https://www.nari-icmr.res.in/>**

Ref: NARI/Estt/COVOVAX/2022-23

Date: 12<sup>th</sup> April 2022

Online applications are invited through the online system on the ICMR-NARI website up to **27 April 2022** 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-2rS) with Matrix-M1TM adjuvant] in Indian adults.”**. The post is purely temporary basis. In case of OBC, Non-creamy layer certificate from the competent authority empowered to issue such certificate. The Date for Personal discussion via Skype/ video call will be confirmed to the shortlisted candidates through phone or email.

Name of the post	No. of post	Age	Duration	Essential Qualification	Desirable Qualification	Consolidated Salary	Job Requirement
Project Assistant	01	30 years	5 months (Likely to be extended)	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	i. Thorough knowledge of FDA and ICH GCP guidelines to ensure the appropriate conduct of the clinical study ii. 2 years' experience in multicentric Clinical Trials coordination iii. Working knowledge of email systems, eTMF. iv. Excellent communication skills. v. Good time-management and efficiency skills. vi. Able to work independently as well as in a team	Rs.31,000/-	<ul style="list-style-type: none"> <li>○ Maintain up-to-date participating sites information (including all contact details, contracts, and budget information).</li> <li>○ Responsible for preparing the Investigator and Sponsor files with essential documents for the initiation of sites participating in clinical studies.</li> <li>○ Responsible for archiving at the end of study under relevant SOPs, policies and local regulatory</li> <li>○ Proactively identifies issues and raises them to study staff to take necessary corrective action to ensure smooth and rapid progress of the study</li> <li>○ Act as an active participant of clinical study. Assist study staff with study-related activities such as: <ul style="list-style-type: none"> <li>- organizing study meetings and scheduling travel,</li> </ul> </li> </ul>

							<ul style="list-style-type: none"> <li>- producing minutes for study-related meetings,</li> <li>- updating contact details,</li> <li>- maintaining study documentation,</li> <li>○ Keep up to date with all the changes/required knowledge on ICH GCP, written standards, and attending appropriate training</li> <li>○ May be responsible for supporting multiple studies simultaneously and must prioritize appropriately to ensure delivery of results</li> <li>○ 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.</li> </ul>
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**It is mandatory:**

**Age Concession:** Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application. Any canvassing by on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The selected candidate should be willing to join immediately. Local candidates will be given preference. Director, ICMR-NARI reserves the right to shortlist the candidates to be interviewed. 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.

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Principal Investigator

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Administrative Officer

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Director