

**ICMR-National Institute of Translational Virology and AIDS Research**  
**Department of Health Research,**  
**Ministry of Health & Family Welfare, Government of India**  
**Plot No 73, G-Block, Bhosari, Pune-411026 (India)**  
**Ph: 27331200**

Advt. No. 09/NITVAR/Project Cell/2024-25

Date – 27.06.2024

**Walk-in-interview/written test**

ICMR-National Institute of Translational Virology and AIDS Research Institute, Pune, (formerly known as NARI) is a research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India. The institute intends to engage the following Non-Institutional project human resource positions, purely on temporary contract basis for our short-term research projects titled “**A Phase III, Multicenter, Randomized, Double-Blind, Placebo-Controlled Study to Evaluate the Efficacy, immunogenicity and Safety of Single dose of Dengue Tetravalent Vaccine, Live Attenuated (Recombinant, Lyophilized) – DengiAll of Panacea Biotec Limited in Healthy Indian Adults.**”

**Place of Work – ICMR-National Institute of Translational Virology and AIDS Research Institute, Bhosari, Pune.**

Name of the Post	Project Manager Consultant (Medical)
Number of Posts	01
Age Limit	70 Years
Emoluments	Rs. 100000/- p.m.
Essential Qualification	1. Professional with MD in Medicine/PSM/ Pharmacology/Skin-VD (Dermatology) in relevant subject and published papers OR Retired Government employee with requisite educational qualification drawing pay in the pay band Rs. 15600-39100+ Grade Pay of Rs. 6600/- at the time of retirement and having adequate working experience in the required domain/field.
Desirable Qualification	<ul style="list-style-type: none"> <li>• Good knowledge of computer applications.</li> <li>• At least 1 year of Clinical Trial Management experience</li> <li>• Good English writing and communication skills.</li> <li>• Published papers.</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Preparing study specific procedures (SSP) Manual for clinical trial implementation at sites.</li> <li>• Work with the sites to develop site specific standard operative procedures based on SSP.</li> <li>• Establish, Manage, Train trial sites.</li> <li>• Conduct Training of Trainers and coordinate the site level trainings.</li> <li>• Monitoring of trial site activities</li> <li>• Coordination with CRO and sponsors clinical trial sites.</li> <li>• Work with PI/Co-PI for reviewing and compiling AE and SAE reporting for all clinical trial sites.</li> <li>• Required for site training and site initiation visit.</li> <li>• Prepare reports for funding agencies.</li> <li>• Liaise with trial sites.</li> </ul>

Project Duration	Initially for a period of 01 year
Name of the Post	Project Research Scientist-I (Medical)
Number of Posts	01
Age Limit	35 Years
Emoluments	Rs. 67000/- p.m. HRA as admissible
Essential Qualification	MBBS
Desirable Qualification	<ul style="list-style-type: none"> <li>PG Degree including Masters in Public Health, Diploma in Clinical Research from recognized Institute.</li> <li>Experience in clinical trials</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Coordinate in the overall implementation of the project for all clinical trial sites.</li> <li>Preparing training materials and modules for protocol training</li> <li>Organize, conduct training of trainers and coordinate the site level trainings</li> <li>Develop study specific procedures (SSP) Manual for clinical trial implementation at sites.</li> <li>Required for site training and site initiation visit.</li> <li>Assist PI and Co-PI in overall co-ordination of trial activities, study implementation at all sites.</li> </ul>
Project Duration	Initially for a period of 01 year
Name of the Post	Project Technical Support-III (Assistant Clinical Coordination)
Number of Posts	01 (OBC-1)
Age Limit	35 Years
Emoluments	Rs. 28000/- p.m. HRA as admissible
Essential Qualification	1. Three years graduate in Life Science subject/field + 3 years experience or PG in Life Science subject/field.
Desirable Qualification	<ul style="list-style-type: none"> <li>Knowledge of Computer Applications</li> <li>3 year of research experience</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>To help in budgeting, maintaining correspondence with the funding agency for financial report procurement</li> <li>Trial documentation and supervision of UDC.</li> </ul>
Project Duration	Initially for a period of 01 year
Name of the Post	Upper Divisional Clerk
Number of Posts	01 (UR-1)
Age Limit	28 Years
Emoluments	Rs. 17000/- p.m.
Essential Qualification	<ol style="list-style-type: none"> <li>12<sup>th</sup> pass or equivalent from a recognized board with 5 year experience in of administrative work, Or</li> <li>Graduate in any discipline with 2 year experience of administrative work, And</li> <li>A typing speed of 35 wpm in English or 30 wpm in Hindi or 10500 KDPH in English or 9000 KDPH in Hindi.</li> </ol>

Desirable Qualification	<ul style="list-style-type: none"> <li>• Graduate in any discipline with 2 year of experience in Govt. Administrative section.</li> <li>• Knowledge of computers.</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Preparing Salary bills, attendance of staff, Purchase proposal processing, all administrative and accounts work.</li> <li>• Managing accounts of all projects.</li> <li>• Helping in making contracts related to trial.</li> <li>• Logistic arrangement for training/meeting, documentation of CTA and funds transfer, preparing and processing of TA bills.</li> </ul>
Project Duration	Initially for a period of 01 year
Place of Interview/Written Test	<b>Auditorium of ICMR-National Institute of Translational Virology and AIDS, Research, Plot No. 73, G-Block, Bhosari, Pune-411026</b>
Date of Walk-in-Interview /Written test and Reporting Time	<b>Date: 09-07-2024</b> <b>Reporting time</b> <b>09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)</b>
Selection Procedure	Walk-In-Interview and/or a Written test if the number of eligible candidates are more than 30

Selection Procedure: Depending upon the number of candidates, written/skill test will be conducted. Question paper will be on relevant subject matters of the concerned position considering its essential qualification and job requirements, in addition to, general knowledge, reasoning skills, quantitative analysis, language and general aptitude etc. Candidates successfully qualifying the written/skill test would be considered for interview and/or further process of recruitment, subject to fulfillment of required eligibility criteria in all respects of qualification, age and experience, etc. **Candidates must be present at the venue in time before 10:00 am along with duly filled in and signed application form with their bio data and all original documents along with one set of photocopies in proof of their educational qualification, experience, age and identity etc.** Late and incomplete applications will not be considered. No calculators, log tables, electronic devices etc. are allowed for the examination. Director, NITVAR reserves the right to change the venue and other process of recruitment as per circumstances.

Terms and conditions: -

1. Number of vacancies may vary.
2. These positions are meant for temporary extramural project for appointment purely on temporary contract basis and co-terminus with the project.
3. The advertised posts are tentative without commitment for its filling. Recruitment will depend upon requirement of project and approval of the competent authority.
4. Emoluments: The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project. Payment of emoluments to the project employee will be depending on availability of funds from the funding agency.
5. Age Concession: Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, project employees and ex-Servicemen in accordance with the instructions issued by ICMR from time to time. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons, subject to approval of competent authority. No age relaxation will be available for UR position.
6. Category once applied will not be allowed to be changed at later stage and no communication in this regard will be entertained.
7. Cut-off date for age limit will be as on the date of walk-in-interview.

8. Reserved category candidates must produce their Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate.
9. Separate application should be submitted for each post/reservation. Project for engagement of applicant will be decided by selection committee/appointing authority.
10. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
11. Mere fulfilling the essential qualification does not guarantee the selection.
12. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
13. No TA/DA will be paid and candidate has to arrange transport/accommodation themselves for written test/interview.
14. The institute reserves rights to consider or reject any application/candidature.
15. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
16. Project personnel cannot be permitted to register for Ph.D., due to time constraints.
17. Project personnel will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
18. Project personnel shall **not** have any claim on a regular post in this institute or in any Department of Government of India and their project service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are **not** admissible.
19. Initial appointment will be for a period of one year and further continuation/ extension of project service will depend on tenure of the project and performance evaluation of the concerned project employee by his/her project investigator, subject to approval of competent authority.
20. The Project Investigator and/or Appointing authority reserves the right to terminate the service of project personnel even during the agreed contract period or extended contract period without assigning any reason.
21. Leave shall be as per the Institutional policy for project staff.
22. NITVAR reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
23. No accommodation can be provided for any candidate in case the process of test/interview gets delayed till late evening or following day/s due to the overwhelming crowd of candidates. Candidates are advised to carry their Tiffin box/food items/snacks to avoid inconvenience.
24. The decision of the Director, NITVAR will be final and binding.
25. Canvassing in any form will be a disqualification.
26. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our websites only.
27. Due to short term research project and urgency of shouldering the workload, preference will be given to regional/local candidates so as to join immediately.

Candidate must bring his/her duly filled in application form in the prescribed format with a recent passport size color photograph along with a detailed bio- data/C.V. and all relevant documents; **in original**; with one set of self-attested photocopies, in proof of his/her educational qualifications [all certificates and mark-sheets from 10<sup>th</sup> Std. onwards], working experience, age, caste and **photo id** [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., failing which his/her candidature will not be considered. Please note that no candidate will be permitted to enter the premises of NITVAR without having valid photo id. Similarly, entry will not be allowed to the candidates arrive after 11:00 am.

Director  
ICMR-National Institute of Translational  
Virology and AIDS Research, Pune



15. Work Experience (Certificates in proof of experience must be supported)

Sr.No.	From Date	To Date	Scale of pay	Post held	Name of Employer	Reason for leaving

Total relevant experience for suitability to the post applied: \_\_\_\_\_ Years \_\_\_\_\_ Months

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

16. Details of National level exams passed, if any:

Exam Passed	Date of Passing	Valid till

17. Details of research publication (indexed Journal):

Sr No	Paper published	Title of paper	Year	Volume & Page No.	First Author or Co-Author	Impact Factor	Citations

18. Fellowship /Awards /Membership (ICMR/CSIR/DEBT/DST/UGC/INSA/Other Academy including International)

S.N.	Name of Fellowship/ Award/ Membership	Name of the sponsoring agency	Month/ Year	Amount Salary/Month	Name of the Host Institute	For what Public Health Contribution

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

20. Have you ever been declared unfit by a medical Board/Court for appointment in any Government Service? If yes, please furnish details

21. Any other information you wish to add:

Declaration:

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. If any of the above information is found to be incorrect or misleading, I am liable to be disqualified for the recruitment process.

Date:

Name:

Place:

Signature of the candidate