TATA MEMORIAL CENTRE
HOMI BHABHA CANCER HOSPITAL RESEARCH CENTRE, VISAKHAPATNAM

Advt. No. TMC/HBCHRCV/HRD/438/24 **Date: 10.09.2024**

WALK-IN INTERVIEW

ON DATE: 23-09-2024 BETWEEN 09:30 A.M TO 10:30 A.M

AT

Interview Venue: **Homi Bhabha Cancer Hospital & Research Centre, Aganampudi, Visakhapatnam-530053**

(ON CONTRACT BASIS UNDER TMC-Research Administrative Council (TRAC))

Sr. No	Designation	Age Limit	Qualification	Consolidated pay in Rs. Per Month	No. of Posts
1	Jr Trail Coordinator (Contractual Basis)	30 years	Graduation in science (B.Pharm., Life science, B.Sc., Bio-Tech, zoology, botany etc.,) with PG diploma in clinical research is desirable.	Rs.24000/-	1

Tenure of Services: The tenure of the post will be for a fixed period of six months from the date of joining and further extendable as per requirement.

Job Description: The detail job description is enclosed as Annexure -A

Note: The number of posts mentioned above are likely to increase/decrease as per the requirement of the centre.

Interested candidates may come along with Bio-Data, recent passport size photograph, photo copy of Pan Card, Original certificates and one set of self-attested copies of all certificates at HRD Department first floor Homi Bhabha Cancer Hospital Research Centre, Visakhapatnam.

For any Query call on 0891-2871 (Extn- 538)

H.R.D Department
HBCH & RC, Visakhapatnam

Annexure-A

Job Description/Job Responsibilities

- The responsibilities may be delegated to the position with the level of training and experience appropriate to the task and in accordance with the requirements of the trial. Some examples of responsibilities of the CTC include:

- Working in collaboration with the PI and with a multidisciplinary research team to ensure that rigorous clinical research standards are maintained.

- Pre-screening and helping in enrolling subjects/participants in studies and managing their participation according to ethical, regulatory, Institution SOP and protocol-specific requirements.

- Documenting and assuring that the Consent process has been done before performing any study related procedures.

- Developing organizational aids and checklists to facilitate patient recruitment and the collection of complete and accurate study data.

- Maintaining the regulatory and study files for each research project.

- Communicating with the IEC as appropriate.

- Well versed with GCP and required regulatory guidelines Assuring proper handling and storage of the Investigational Product (IP).

- Reporting Serious Adverse Events (SAE) to the IEC, Sponsor, CDSCO, Institutional Head and concerned regulatory authorities.

- Meeting with sponsor representatives to discuss planned and ongoing studies.

- Overseeing study closure and reporting of results.

- Supervising other clinical research personnel, as appropriate.

- Participating as appropriate in the training of individuals recruited as members of the research team.

- Ensuring accurate and timely data entry.

- Proper handling and accurate processing of samples (such as blood and tissues).

- Other study related activities as per duty delegation log.

- Assisting study start-up activities/Research Activities/Educational activities.

- Any tasks assigned thereof by the study Investigator/Head of the Department