



TATA MEMORIAL CENTRE
TATA MEMORIAL HOSPITAL
H.R.D. DEPARTMENT

(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

Ref. No. TMC/AD/47/2026

25.03.2026

WALK-IN INTERVIEW

ON

07.04.2026

Reporting Time: 09:30 A.M. TO 10:30 A.M.

Required staff for the Post '**Clinical Research Coordinator**' on Project (A/c No. 4771). (Initially for a period of Six months).

Post: Clinical Research Coordinator (CRC)

Qualification: Graduate Degree in Sciences/B.Pharm & Post Graduate Diploma in Clinical Research is **Mandatory**.

Experience: One year experience in clinical research is desirable.

Starting remuneration: Rs. 27,000/- p.m.

(Salary enhancement may be considered based on qualification & relevant experience).

No. of post: 01

Age limit: 30 years.

(Note: Please read the roles & responsibilities of the CRC before appearing for the Interview).

Roles and Responsibilities:

Foreign Collaborative Research Sub-Committee (FCRSC): The selected candidate will be responsible for screening new research applications for consistency, completeness, and compliance with applicable regulations and institutional guidelines before placing them for FCRSC/DAE review, providing administrative support for FCRSC activities, maintaining proposal tracking systems and study files, updating the online portal, coordinating with investigators, FCRSC members, and DAE, handling related correspondence and queries, ensuring quality checks of submitted documents, supporting SOP preparation and implementation, drafting, and document dispatch.

Research Funding: The selected candidate will be responsible for identifying and circulating relevant national and international funding opportunities to Tata Memorial Centre investigators, providing administrative support for proposal preparation and submission, coordinating timely compilation and review of applications, updating and maintaining the Research Funding Portal, maintaining a database of submitted proposals and tracking their status, preparing related reports and documentation, and liaising with investigators, institutional offices, and funding agencies to ensure smooth coordination of research funding activities.

Maintaining the calendar, arranging meetings, noting minutes of the meeting, data entries and performing any other duties assigned by the reporting officer from time to time.

IMPORTANT NOTE: The candidate must possess all the essential skills and competencies listed below:

ESSENTIAL SKILLS AND COMPETENCIES:
Excellent English communications skills, both spoken and written
Strong Interpersonal skills and the ability to work effectively with multi-disciplinary teams
Team player with a collaborative and supportive attitude
Dedicated & committed to assigned responsibilities and deadlines
Proactive in identifying tasks, resolving issues, and following up independently
Good organizational and time-management skills
Attention to detail and accuracy in documentation and records
Ability to handle multiple tasks and prioritize work efficiently
Basic Knowledge of Good Clinical Practice (GCP)
Familiarity with MS Office tools (Excel, Word, PPT and Email) for reporting and Communication
Willingness to learn institutional Procedures, SOPs, and regulatory requirements
Ability to maintain confidentiality at all times
Positive work attitude and adaptability in a fast-paced research environment

Eligible candidates may attend the walk-in interview at IRB Meeting Room, 3rd Floor, Main Building, 4th Floor, Dr. E. Borges Marg, Parel, Mumbai – 400012, along with Bio-data, recent Passport size Photograph, xerox copy of PAN Card, AADHAAR Card, Original Certificates and set of attested copies of all certificates. In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly. Internal candidates need to submit NOC from their current HOD/Principal Investigator.

(BENNY GEORGE)
DIRECTOR ADMIN (HR), TMC