



**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/106/2026

24.06.2026

WALK-IN INTERVIEW

ON

03.07.2026

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

Required “**Clinical Research Coordinator (Multitask Coordinator)**” The remuneration may be debited from the study title **0063-17** “A global, multicenter, three arms, open-label randomized study to evaluate the efficacy and safety of Nanosomal Docetaxel Lipid Suspension compared to Taxotere® (Docetaxel Injection Concentrate) in triple-negative breast cancer patients with locally advanced or metastatic breast cancer after failure to prior chemotherapy.” **Project No. 3112, Account No. 4051**

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- 35 Years.

Important Note: The Candidates must possess all the essential skills and competencies listed below.

ESSENTIAL SKILLS AND COMPETENCIES	YES/NO
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	

(Note: Please read the roles & Responsibility 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.

Eligible candidates may attend the walk-in interview at **IRB Monitoring Room, 3rd Floor, Main Building, 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