

**Department of Pulmonary & Critical Care Medicine
Pt. B.D. Sharma Postgraduate Institute of Medical Sciences, Rohtak**

**Applications are invited for the following temporary positions at
George Institute sponsored project titled “Preventing Adverse
Cardiac Events in COPD: PACE” in the department of pulmonary
and critical care medicine at Pt. B.D.S. PGIMS, Rohtak:**

Recruitment of temporary posts

Applications are invited for the following temporary positions at George Institute sponsored project titled “Preventing Adverse Cardiac Events in COPD: PACE” in the department of pulmonary and critical care medicine at Pt. B.D.S. PGIMS, Rohtak:

1	Name of the Post	Clinical Research Coordinator
2	No. of Post	1 (One)
3	Essential Qualification	Masters in life sciences subject including, Biotechnology and Microbiology. Minimum Six months Clinical Research Coordinator experience. (must be furnished with names of clinical trials assisted and offer letters) AND GCP Certification within last one year (with trail mail confirming the authenticity of the certificate)
4	Desirable/Experience	Experience in clinical trial coordination, clinical data handling, Monitoring, basic biostatistics, etc.
5	Mode of Appointment	Project Mode
6	Emoluments	As per the Funds disbursement letter.
7	Duration of Post	One Year (extendable) Selected candidate will be appointed on temporary basis initially for a period of 6 months. Appointment may be extended depending on work performance of candidate till his/her services are required by the PI or till the validity of the project (whichever is earliest)
8	Nature of duties	Attending OPD, data collection, patient coordination, Filling files, data uploading, communication with ethics and funding agencies and related work of department

Term and conditions:

- 1. The candidates must come with 2 passport size photographs, all original documents, and one set of photocopies of relevant documents, for interview.**
- 2. The above posts are temporary and terminable on one-month notice from either side.**
- 3. The duration (tenure) of project is one year or more depending upon the case load and sponsor agency. Appraisal of the performance will be done every six months for further extension of the job.**
- 4. Selection will be based on pre-merit and interview.**
- 5. The work and conduct of all shall be evaluated per month.**
- 6. Experience in association with research project will be preferable.**
- 7. If number of candidates are more than 20, a test may be carried out.**
- 8. Computer knowledge of entering medical data is mandatory. Fluency in English is essential.**
- 9. The age limit for all posts is 35 years maximum.**
- 10. Place of work will be department of Pulmonary & Critical Care Medicine, PGIMS Rohtak.**
- 11. GCP certification is mandatory for all posts- the following links can be used for a free- four hour- online course for GCP certification. Trail mail will be checked for authenticity.**
 - a. <https://gcp.nidatraining.org/>**
 - b. <https://globalhealthtrainingcentre.tghn.org/ich-good-clinical-practice/>**
- 12. Applications along with complete resume and supporting documents, complete in all respects should be emailed to:- pawansingh.pgims@uhsr.ac.in**
- 13. Selected candidates must abide by the rules of department and ethics of workplace. Any action reflecting indiscipline will result in termination with one month notice.**
- 14. Physical interview of the screened candidates will be held on 26th June 2024 at 2:00 PM in committee room, Director office, Pt BDS PGIMS, Rohtak.**
- 15. Eligibility will be confirmed a day prior to the interview via mail only. No telephonic call will be made.**
- 16. Only eligible candidates who have received the interview call in the email will be entertained on the day of interview.**

Application for the post of (tick one): Research Coordinator (1)

1. **Name of the Application (In Block letter):**
2. **Father name (in block letter):**
3. **Date of Birth:**
4. **Sex (Male/Female):**
5. **Nationality:**
6. **Marital Status:**
7. **Email ID:**
8. **Contact No.:**
9. **Address:**
10. **Education Qualification:**

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Class	Board/Univ.	Year of Passing	Marks obt. /Max. marks	Percentage %	Subject
10th					
12th					
Graduation					
Post-graduation					
Ph.D.					
Other					
Experience					
Post Held	Name of Organization	From	To	Experience	