

Walk-In Interview

Date: **26.02.2024**

Applications are invited from eligible candidates for the following positions under the ICMR funded Extramural project entitled **"IPIROC: Intermittent PARP Inhibitor Regimen in Ovarian Cancer: A novel approach to improve affordability, accessibility and toxicity of targeted therapies in Cancer" (IIRPIG-2023-0000168)** at KolGO Trg.

Applications are invited via [Google Form](#) within 29th of February, 2024 till 5:00 pm. The short listed candidates will be informed on their email (within 1st March, 2024, 12:00 pm) for the walk in interview **on 2nd March 10:00 a.m. onwards**, at [KolGO Trg Research Office](#). The shortlisted Candidates may download the application form (Annexure-I) from <https://www.kolgotrg.org/vacancy/> and carry the duly filled in form along with one set of photocopies of certificates and one latest passport size photograph and all the Original Certificates for verification failing which their candidature cannot be considered for Interview.

The candidates have to make their own arrangements for attending the interview. The applicants are advised to visit our website regularly for any updates and changes in the recruitment process.

*All positions have been sanctioned for a duration of 4 years

(For exceptional circumstances, a virtual interview may be arranged on request.)

1.	Name of the Position	CONSULTANT (SCIENTIFIC/TECHNICAL/MEDICAL/NON- MEDICAL): PROGRAM MANAGER / MEDICAL CONSULTANT
	No of vacancies	01
	Essential Qualifications	PhD in Pharmacy/ Clinical Research or Medical Doctor with experience in Oncology/ Pharmacology and desirous for enrolling in a Clinician Scientist, PhD program through this project with a view to develop as a Clinician Researcher with expertise and leadership in Phase II Clinical Trials.
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.1,00,000 per month all inclusive, subject to TDS, Profession Tax and Other statutory deductions, if any, as applicable from time to time.
	Tenure	Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.
	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	1) Study Setup including collaborating with MRU's to develop the PK-PD Assays 2) Site Selection 3) Overseeing regulatory and budgetary requirements 4) Protocol Development and finalization 5) Patient recruitment including developing the PARPi registries and surveys 6) Facilitating communication among study stakeholders 7) Developing courses-short course and Diploma in Clinical Research. 8) Mentoring and supervision of Data Managers and Junior Statisticians 9) New Grant application
	Date of Interview	2 nd March, 2024
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156
2.	Name of the Position	CONSULTANT (SCIENTIFIC/TECHNICAL/MEDICAL/NON-MEDICAL): SENIOR STATISTICIAN (CONSULTANCY BASIS)
	No of vacancies	01
	Essential Qualifications	PhD. in Medical Statistics with experience in Cancer Clinical Trials including Phase II and Phase III study designs.
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.1,00,000 per month (all inclusive) subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time
	Tenure	Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.

	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	1) Determining sample size, randomization procedures, and selecting appropriate statistical methods 2) Database development (abiding by CDISC, GCP) in REDCap 3) Statistical analysis plans 4) Conducting interim statistical analyses, interpret findings, and collaborate with the research team to prepare reports and publication, ensuring the validity and reliability of study results, supporting evidence-based decision. 5) Methodological research development on incorporating financial toxicity in toxicity adaptive endpoints and SMART trials 6) Development of short course diploma and mentorship in Biomedical Statistics 7) Development and submission of other grants on IPIROC Master Protocol 8) Analysis of survey data. 9) Mentoring and supervision of Data Managers and Junior Statisticians 10) New Grant application
	Date of Interview	2nd March, 2024
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156
3.	Name of the Position	SENIOR PROJECT ASSISTANT : FINANCIAL OFFICER AND ADMIN
	No of vacancies	01
	Essential Qualifications	B.Com Accounting and Finance with experience in working with Clinical Research Organization and Grant Management Desirable: Education related to Chartered Accountancy
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.30,600 per month (all inclusive) subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time.
	Tenure	Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.
	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	1) Budget tracking, expense reconciliation, invoicing, and financial reporting 2) Working closely with the study team to ensure accurate financial management and compliance with budgetary guidelines and regulations, 3) Submission of Utilization Reports 4) Raising invoice and purchase order 5) Coordinating with ICMR Financial Team from time to time regarding project budgetary concerns and management. 6) Administrative responsibilities, HR management, Event management, office management. 7) Attending ICMR courses
	Date of Interview	2nd March, 2024
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156
4.	Name of the Position	OFFICE HELPER/ GENERAL SUPPORTING STAFF :
	No of vacancies	05
	Essential Qualifications	Supporting Staff to be recruited for 5 positions among the below mentioned posts (The most relevant and desirable candidates/positions will be shortlisted by the screening committee):- 1) CLINICAL RESEARCH COORDINATOR [Bachelors in Life Sciences with Degree/ Course in Clinical Research/ relevant experience [Preferable: Master's degree in relevant subject] 2) DATA MANAGER AND STATISTICIAN [B.Sc. in Statistics with experience in working on Clinical Trials Statistics and Data Management [Preferable: Master's degree in relevant subject] 3) INFORMATION TECHNOLOGY ADMINISTRATOR [B.Sc. Computer Science/ BCA with experience in IT, knowledge of operating systems, current equipment and technologies, backup and recovery procedures, and system performance monitoring tools, Social Media Handling and Webpage designing. [Preferable: Master's degree in relevant subject] 4) MDT COORDINATOR [Graduate with IT skills and experience in working as a MDT Coordinator. [Preferable: Master's degree in relevant subject] 5) RESEARCH NURSE Auxiliary Nurse and Midwife / General Nursing and Midwifery/ B.Sc. Nursing, Experienced in working in Clinical Trials / Patient follow up and Data collection, Related to CTCAE toxicity and Quality of Life in Ovarian Cancer Clinical Trials. [Preferable: Master's degree in relevant subject]

		6) HR MANAGER: A bachelor's degree in human resources management, business administration, or a related field with relevant experience as a HR/ master's degree in relevant subjects [Preferable: Master's degree in relevant subject] 7) BIOBANK MANAGER: Master's in Life Sciences or relevant subject with experience in biobank handling [Preferable: Master's degree in relevant subject]
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.26,800 per month (all inclusive) subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time
	Tenure	Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.
	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	1) CLINICAL RESEARCH COORDINATOR: 1) Quality Assurance Management, Clinical Research Coordination, ensuring study Q/A abiding by GCP adhering to protocol, study coordination, ethical regulatory aspects throughout the trial 2) Attending ICMR training workshops 2) DATA MANAGER AND STATISTICIAN: 1) Assisting the Sr. Statistician in designing the study and sample size calculations 2) Developing Study Database in REDCap, ensuring data integrity, quality, and confidentiality 3) Oversee data collection, entry, and validation, maintain the trial database (REDCap) 4) To perform statistical analyses and reporting 5) Attending ICMR workshops, SOP Development for Data Management 3) INFORMATION TECHNOLOGY ADMINISTRATOR: 1) Provide technical support, troubleshoot hardware and software issues, Install, configure, and maintain computer systems 2) Manage and maintain servers and network infrastructure, Implement security measures to protect data, Implement and maintain cyber security measures, help researchers in database management 3) KolGO Trg webpage and social media handling, designing study leaflets/ handouts etc. 4) Attending ICMR training workshops 4) MDT COORDINATOR: 1) Patient communication, email handling, collecting relevant information 2) REDCap MDT database handling 3) Leasing with Clinicians for MDT results 4) Filling up REDCap MDT Forms 5) CloudLIMS Bio banking Database handling 5) RESEARCH NURSING: 1) Patient Recruitment and Screening throughout the project duration, informed consent, protocol management, regulatory compliance, Quality control and assurance and overall study coordination 2) Protocol preparation and review, Collaborating with the PI, Preparing study materials, collecting and reviewing data, ensuring site compliance with research protocols, developing source materials, facilitating and coordinating the daily clinical trial activities 6) HR MANAGER: Develop, implement, and enforce HR policies and procedures in compliance with labor laws and regulations, Overseeing the recruitment process, including job postings, screening resumes, conducting interviews, and making hiring decisions, Facilitating the on boarding process for new employees, Serve as a point of contact for employee relations issues, Develop and implement performance management systems, including performance reviews, goal setting, and feedback mechanisms. Provide guidance and support to managers in managing employee performance, Coordinate employee development initiatives and opportunities for skill enhancement, Oversee HR administration tasks such as maintaining employee records, processing payroll, managing leave requests, and ensuring accurate HR data management. 7) BIOBANK MANAGER: Oversee the collection, processing, storage, and distribution of biological samples (such as blood, tissue, cells) in the biobank, Ensure that all samples are handled and stored according to established protocols and quality standards to maintain sample integrity and viability, Ensure compliance with relevant regulations and guidelines governing bio banking activities, including ethical standards, data protection laws, and institutional policies, Maintain detailed documentation of sample processing, storage conditions, and relevant metadata to ensure traceability and accountability, Oversee the maintenance and calibration of bio banking equipment, CloudLIMS database handling
	Date	2nd March, 2024
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156

5.	Name of the Position	PROJECT NURSE: PROJECT RESEARCH NURSE
	No of vacancies	01
	Essential Qualifications	Auxiliary Nurse and Midwife / General Nursing and Midwifery Desirable: Working in Clinical Trials / Patient follow up and Data collection Related to CTCAE toxicity and Quality of Life in Ovarian Cancer Clinical Trials
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.22,800 per month (Rs. 18,000/- + HRA@27%) , subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time [5% increment after completing

		2 years]
Tenure		Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.
Place of work		The candidate must be flexible to work at multiple sites of KolGO Trg within India
Roles & Responsibilities		1) Arranging pilot workshop with regional translations of PIS and consent forms 2) Attending training workshops in Clinical Data Management and Clinical Research arranged by KolGO Trg and ICMR 3) Administering the survey and data capture 4) Maintaining patient screening and recruitment log 5) Collection of CTCAE and Quality of Life Data 6) Data entry in REDCap. 7) Attending courses on research nursing developed by KolGO Trg
Date		2nd March, 2024
Venue		KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156

6.	Name of the Position	PROJECT TECHNICAL SUPPORT-III (1) - CLINICAL RESEARCH COORDINATOR/ RESEARCH NURSE
	No of vacancies	01
	Essential Qualifications	B.Sc. Nursing with relevant experience in Clinical Research more than 4 years
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.35,560 per month (Rs.28,000/- +HRA@27%) subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time. [5% increment after completing 2 years]
	Tenure	Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.
	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	1) Assists in the overall coordination and management of the trial, coordinate study activities, ensure compliance with protocols and regulations, facilitate participant recruitment consenting and follow-up 2) Arranging BRCA and HRD testing for patients and Genetic counselling 3) Conducting patient workshops, administering surveys, and maintain study documentation 4) Desired to enroll for PhD. in Clinical Research
	Date	2nd March, 2024
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156

7.	Name of the Position	PROJECT TECHNICAL SUPPORT-III (2) : DATA MANAGER AND STATISTICIAN
	No of vacancies	01
	Essential Qualifications	Masters in Statistics and at least 1 year of experience in working in Clinical Trials Statistics and Data Management Desirable: Experienced in REDCap database handling, Clinical data/ Quality of Life/ Adverse event analysis, sample size calculations
	Age	Age relaxation is admissible for experienced and skilled persons
	Remuneration	Rs.35,560 per month (Rs.28,000/- +HRA@27%) subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time. [5% increment after completing 2 years]
	Tenure	Initially 6 months. Will be extended after satisfactory performance up to the duration of the grant/ availability of funding.
	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	1) Assisting the Sr. Statistician in designing the study and sample size calculations 2) Developing Study Database in REDCap, ensuring data integrity, quality, and confidentiality, 3) Oversee data collection, entry, and validation, maintain the trial database (REDCap) 4) To perform statistical analyses and reporting 5) Enrolling in PhD. program under the project 6) Delivering lectures in Statistical Courses 7) Mentoring interns 8) Attending ICMR workshops 9) SOP Development for Data Management.
	Date	2nd March, 2024
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156

Terms and Conditions:-

- 1) The above positions are on temporary basis only.
- 2) The Director & Appointing Authority has the right to accept / reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. The selected candidate should work at least for a period of two months failing which the salary drawn by him / her has to be refunded.
- 3) The engagement can be terminated with one-month notice from either side without assigning any reason.
- 4) Candidates already employed should submit a "No Objection Certificate" from their present Employer / PI at the time of interview failing which he / she will not be allowed to appear for Interview.
- 5) Since, the positions is / are temporary; the incumbents selected will have no claim for regular appointment at the organization or continuation of his / her services in any other project.
- 6) Other allowances like CCA, LTC, Medical Claim and PF are not applicable.
- 7) The results of the final selection will be placed on websites and personal mails.
- 8) The recruited project staff is eligible for leave as per ICMR project recruitment guidelines and will have to give the undertakings before joining.
- 9) At the time of joining duty, the candidates should bring all original certificates of educational qualifications (from SSC onwards), *No Objection Certificate from present employer* (compulsory), Experience, Aadhaar Card, Community and PWD Certificate (if applicable) for availing age relaxation, passport size photograph along with one set of photocopies of the certificates duly attested (can be self-attested) for verification.
- 10) The conditions of employment is as per Project Recruitment guidelines issued.
- 11) Qualifications should be from recognized Institutions / Universities only.
- 12) Experience certificate should clearly state the nature of work during the period of employment. Experience in the relevant discipline / field should be from a reputed institution / organization recognized by the relevant authority.
- 13) All positions are contractual for the duration offered and likely to continue till completion of the Project.
- 14) The Director, reserves the right to increase or decrease the number of positions or cancel the recruitment or re-advertise the positions at any time, without assigning any reasons thereof. No correspondence will be entertained in this regard.
- 15) Date of Interview may be changed due to administrative reasons. Hence, candidates are advised to check website before appearing for Interview / written test.
- 16) Canvassing and bringing pressure in any form for Interview and employment will be a disqualification and such candidates will be barred from selection process.
- 17) Candidates applying for more than one position should separately apply for each position.
- 18) Post qualification experience i.e. experience from the date of completion of minimum essential educational qualification shall only be counted.
- 19) Submission of incorrect or false information shall disqualify the candidature at any stage.
- 20) Since the positions are purely on temporary basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee.
- 21) Age, Qualification, Experience etc., will be reckoned as on the date of Walk-in-interview
- 22) No TA / DA will be given for attending Walk-in-interview / written test.
- 23) Mere fulfilling the essential qualification / experience will not bestow any guarantee of selection.
- 24) Candidates, who fail to bring the original certificates at the time of joining, will not be allowed to join the selected position. Candidates reporting after the scheduled date / time will also not be allowed to appear in the interview.

Annexure-1 (APPLICATION FORM)

1. Name of the applicant (in full block letters)
2. Father's /Mother's Name
3. Date of Birth
4. Age
5. Category.....
6. Gender (Male/Female)
7. Present Address (with pin code)
-
8. Permanent address (with pin code)
-
9. Email ID
10. Mobile No
11. Academic & professional Qualification (Starting From Higher Secondary)

Paste self
attested recent
coloured
passport size
photograph

No.	Name of the Exam	Board/University /College	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Details of experience – starting with the current/ most recent one

No.	Organization Name	Designation	From	To	Last Salary Drawn	Reason for Leaving

*Additional information may be provided on separate row/coloum/sheets.

13. Total experience in years
14. Knowledge of computer
15. Any other information
-

DECLARATION

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & Belief. If anything found wrong/Incorrect, my candidature stands cancelled.

(Signature of the Applicant)

Name.....
Place.....
Date