

Walk-In Interview

Date: 1.04.2024

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 5th April, 2024 till 5:00 pm. The short listed candidates will be informed on their email (within 10th April, 2024, 12:00 pm) for the walk in interview on **13th April 10:00 a.m. onwards**, at [KolGO Trg Research Office](#). The shortlisted Candidates may download the application form from

Advertisement link : <https://www.kolgotrg.org/vacancy/>

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 duration of 4 years

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

1.	Name of the Position	OFFICE HELPER / GENERAL SUPPORTING STAFF
	No of vacancies	01
	Essential Qualifications	Supporting Staff to be recruited for the mentioned posts (The most relevant and desirable candidates/positions will be shortlisted by the screening committee):- CLINICAL RESEARCH COORDINATOR [Bachelors in Life Sciences with Degree/ Course in Clinical Research/ relevant experience [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	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.
	Date	13 th April, 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.

- 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 brining 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)
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9. Email ID
10. Mobile No
11. Academic & professional Qualification (Starting From Higher Secondary)

Paste self-attested recent coloured passport size photograph
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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/column/sheets.

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