

**Advertisement for the post of staff (on Contractual basis) for Institutional Ethics
Committee, Maulana Azad Medical College**

Applications are invited for the post mentioned below as per the requirements stated.

Post	Ethics Committee coordinator	Office assistant and Data entry operator	Office assistant
Number	One	One	One
Qualification-essential	B Sc/ B Pharma AND Postgraduate degree or diploma in Basic sciences, pharmacology or Clinical Research	Intermediate or 12th pass from a recognized board with DOEACC 'A' level from a recognized Institute.	High school or equivalent
Qualification-Desirable	Clinical research coordinator or Ethics committee coordinator AND Working knowledge of MS office	Experience in relevant field	Competent in MS office
Age limit	50 years	40 years	35 years
Salary-monthly	28,000-35,000 plus HRA as permissible	20,000-25,000 plus HRA as permissible	18,000 plus HRA as permissible
Tenure	12 months and extendable on annual basis (subject to performance)	12 months and extendable on annual basis (subject to performance)	12 months and extendable on annual basis (subject to performance)

Terms and Conditions

- The above posts will be filled purely on temporary basis. The candidate will have no right to claim for permanent.
- No benefit of Provident fund, Leave travel concession, Medical claim, any other fringe benefits will be considered, since posts are purely on temporary basis.
- No TA/DA will be paid for attending the interview.
- There is no provision for providing govt. accommodation inside or outside the campus.
- Employment will be subject to performance and can be terminated after giving one-month prior notice.
- Increment @ 5% every two years subject to performance review.
- Leaves will be as per rules and regulations permitted by MAMC, New Delhi, for contractual positions.
- Those interested should apply on plain paper and vide email with their bio data, contact details and names of two referees (along with contact no. and email ID) to **recruitment.iec.mamc@gmail.com**
- Last date to receipt of applications on the above mentioned email ID is **10th August** , 2024, 4:00 PM. Shortlisted candidates will be intimated via same email ID.
- Date of interview is **20th August , 2024**, Dean Office and reporting by 9:00 AM, Maulana Azad Medical College, Bahadur-shah Zafar Marg, New Delhi - 110002
- Candidates arriving after 10 AM will not be permitted to register for interview.
- Interested eligible candidates may attend the interview as per above mentioned schedule with all their original certificates / mark sheets and experience certificate , with an attested photocopy of each of it and a recent passport size photograph along with the updated Bio-data.

