

Applications are invited for filling up the following temporary post (1) of 'Technical Help-I' (Deputy Manager) in the Institutional Ethics Committee (IEC) office, Seth GS Medical College & KEM Hospital, Parel, Mumbai 400 0012.

Post - Technical Help-I' (Deputy Manager)

Qualification – M.Sc., (should know MS word, Excel and PowerPoint)

Experience - 7 + years of Ethics Committee work

Monetary compensation up to a maximum of Rs. 25,000/- month (all inclusive)

Duty hours: 9.30 am to 5.00 pm.

The terms and conditions of the appointment are as stated below:

1. The nature of employment is purely temporary and on contract basis, monetary compensation would be paid against the services provided by you.
2. The right of the Hospital / Trust / Association to terminate the services at its discretion without assigning any reason. (A NOTICE PERIOD OF 30 DAYS MAY BE PROVIDED).
3. The contract shall stand terminated automatically on the expiry of the term (duration of the contract OR on sooner determination thereof by the Hospital / Trust / Association).
4. You will be entitled to 6 days leave in the 180 days contract.
5. You will not be entitled to claim any benefits of permanent employment or increments, etc.
6. You will not be entitled to benefit of services such as PF, pension, gratuity, medical allowances, seniority, promotion, etc.

You will have to carry out the following activities as 'Technical Help-I' (Deputy Manager)':

1. Correspondence with the IEC members and external experts
2. Correspondence with the investigators (*via* e-EC and hard copies).
3. Arranging the IECs meetings
4. Assisting in preparing agenda and minutes of the IECs meetings
5. Answering queries of the investigators
6. Receiving all SAE/CIOMS/SUSAR reports of ongoing studies.
7. Forwarding all these documents to the Member Secretary/ subcommittee members for review.
8. Establishing time limits for receipt of reviewers' comments.
9. Preparation of agenda for all SAE sub-committee meetings.
10. Notification of review outcome to investigators.
11. Preparation and circulation of SAE sub-committee minutes (within 7 days of the meeting).
12. Updating of the soft copies and the software data entry related to SAE Subcommittee.
13. Filing study related documents
14. Archiving and maintaining the study files
15. Getting work done from the Executive assistants to Member Secretary.
16. Keeping a track that all the soft data/soft copies are in place and complete.
17. Analysis of the data if assigned by the Chairperson/Member Secretary/Committee member.
18. Co-ordination of the activities related to audits/registrations /accreditations /recognitions.
19. Assisting in revision of the SOPs of the IEC, as well as uploading the recent approved SOP on the institutional website as and when needed.
20. Performance of other duties assigned by the Chairperson/Member Secretary/General Manager.

The eligible candidate should forward their applications (with bio-data, phone number for communication and the necessary documents as evidence towards qualification) neatly typed to

Address: Institutional Ethics Committee, New UG/PG Hostel, 20 Storey Hostel Building, Ground Floor,
KEM Hospital Campus, Near Main boys hostel, Dr. S.S. Rao's, Marg, Near Parel, Mumbai.
400012. OR

Email: iec-1@kem.edu

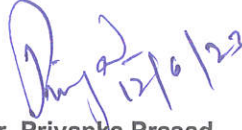
The top of the envelope should be marked "**Application for the post of 'Technical Help-I' (Deputy Manager)**". The application should be submitted at above address **or via email** on or **before 20.06.2023 (before 4.00 p.m.)**. The interview date will be intimated telephonically.

Please note the following


1. **Administrative control:** The candidate will be under the administrative control of the Member Secretary of IEC. The rules of Municipal Corporation of greater Mumbai and / or the Government of India DO NOT apply to this post. Rules and regulations as decided by the Diamond Jubilee Society Trust.
2. **Probation:** The post can also be terminated at any time on a months notice if the progress is not satisfactory. The post can also be terminated if the particulars given in the application form are found to be incorrect or false. The institute also reserves the right to terminate without assigning any reason.
3. **Travel for interview will not be reimbursed.**



Dr. Raakhi Tripathi
Member Secretary
IEC-I



Dr. Priyanka Prasad
Member Secretary
IEC-II



Dr. Swapna Kanade
Member Secretary
IEC-III