

Advertisement

30/10/2025

Applications are invited for filling up the following temporary post (1) of 'Multipurpose Office Secretary (Executive Assistant) in the Institutional Ethics Committee (IEC) office, Seth GS Medical College & KEM Hospital, Parel, Mumbai 400 0012.

Post - 'Multipurpose Office Secretary (Executive Assistant)

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

Monetary compensation up to a maximum of Rs. 15,000/- 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 7 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 (Executive Assistant)':

1. Receiving all research proposals (hard copy as well as soft copy via email & dashboard)
2. Numbering the proposals.
3. Forwarding all proposals to committee members for review.
4. Establishing time limits for receipt of reviewers' comments.
5. Preparation of agenda for all committee meetings.
6. Inviting experts from relevant therapeutic areas to the scheduled meetings.
7. Notification of review outcome to investigators of research proposals.
8. Preparation and circulation of minutes (within 14 days of the meeting).
9. Reviewing project related correspondence submitted by the investigators to the IEC.
10. Receiving all SAE/CIOMS/SUSAR reports of ongoing studies.
11. Forwarding all these documents to the Member Secretary/ subcommittee members for review.
12. Establishing time limits for receipt of reviewers' comments.
13. Preparation of agenda for all SAE sub-committee meetings.
14. Notification of review outcome to investigators.
15. Preparation and circulation of SAE sub-committee minutes (within 7 days of the meeting).
16. Updating of the soft copies and the software data entry related to SAE Subcommittee.
17. Retention and safekeeping of all records and documentation.
18. Updating of the soft copies and the software data entry.
19. Sending the reminder letters, if any.
20. Performance of other duties assigned by the Chairperson / Member Secretary / General Manager / Deputy 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 (Executive Assistant)**". The application should be submitted at above address or via email on or before **20.11.2025** (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. Nithya Gogtay
Joint-Member Secretary
IEC-I