

NATIONAL AIDS RESEARCH INSTITUTE

Plot No. 73, 'G' BLOCK, MIDC, BHOSARI, PUNE – 411026

Website: <http://www.nari-icmr.res.in/>

Advt. No. NARI/ Admin-II/CTU/ 2012-13/

Applications are invited for the following posts under **Clinical Trials Unit Project**. These posts are purely temporary, and on contract basis up to Jan 2014.

Sr. No.	Name of the Post & Reservation Roster Point	No. of Post (s)	Consolidated Salary / Per Month in Rs.	Essential Qualification (s) and Experience	Desirable Qualification (s) and Experience	Job Responsibilities	Age
1.	Administrative Assistant (Reserved for OBC) (Non Creamy Layer)	01	27397/-	Graduate degree in any discipline with English Typewriting : 40 W.P.M. and computer certificate (MSCIT) or Diploma in Computer Applications 5 years experience as Clerical Assistant in Administration/ Accounts/ Establishment/ Purchase/ Stores	Post graduate degree with English Typewriting: 40 W.P.M. and computer certificate (MSCIT) or Diploma in Computer Applications 5 years experience in Government Organization as Clerical Assistant in Administration/ Accounts/ Establishment/ Purchase/ Stores.	1. Check Daily mails 2. Take care of Meeting arrangements 3. Arrange travel itineraries and book Air ticket. 4. Prepare TA Bills for the Director 5. Documentation work and Filing. 6. Answer phone calls, record messages 7. Draft the official letters 8. Maintain the Dispatch Register and Travel Account for the Director.	Not exceeding 28 Years
2.	Research Assistant – Lab (Reserved for OBC) (Non Creamy Layer)	01	Rs. 22120/-	i. B. Sc in Microbiology/ Medical Microbiology/ Biotechnology /Biochemistry with two years of experience in clinical testing laboratory OR ii. B. Sc in Microbiology/ Medical Microbiology/ Biotechnology / Biochemistry with two years PG Diploma in	i. M.Sc in Virology /Microbiology/ Medical Microbiology/ Biotechnology/Biochemistry / B.M Tech with 2 years of Experience of working in a Molecular Virology laboratory	i. Perform the required tests as per SOP, Oversee the activities of junior staff. ii. Carryout routine assay. iii. Carryout proficiency testing as per prescribed guidelines. iv. Write SOP's as and when required.	Not exceeding 30 Years

				Medical Laboratory Technology (DMLT) from Government recognized Organizations/ Institute/ Medical College		<p>v. Maintenance of the documents/ Records in the section.</p> <p>vi. Help the section/ Senior for smooth functioning of the section.</p> <p>vii. Assist in implementation of QA QC protocol.</p> <p>viii. Act as Backup for Laboratory Technicians.</p>	
3.	Research Assistant (Pharmacy) (Reserved for OBC) (Non Creamy Layer)	01	Rs. 22120/-	B. Pharmacy with one year experience as a pharmacist handling pharmacy inventory.	<p>i. M. Pharmacy</p> <p>ii. Certificate/Diploma in Clinical Trials/ GCP Clinical Trial experience of 6 months including :</p> <ul style="list-style-type: none"> • Inventory control • Randomization • Adherence assessment and counseling. • Pharmacy Management 	<p>i. To Complete Pharmaceutical Affairs Branch pharmacy establishment plan and submit it for review and approval.</p> <p>ii. Follow Good Clinical Practices.</p> <p>iii. Study product management involving the ordering, receipt, storage dispensing accountability and physical inventory of the study products.</p> <p>iv. Participate in drug adherence assessment and counseling.</p> <p>v. Ensure proper temperature monitoring and timely action in case of power/generator failure. Maintain temperature logs.</p> <p>vi. Maintain regulatory records related to Pharmacy.</p> <p>vii. Participate in QC activities.</p>	Not exceeding 28 Years

4.	Lower Division Clerk (Reserved for OBC) (Non Creamy Layer)	01	Rs. 12,450/-	H. Sc with Typewriting (English) 30 W.P.M. and MS-CIT with office experience in a Government/Private organization as a Clerical Assistant with at least 6 months	Graduate in any discipline from recognized University with Typewriting (English) 40 W.P.M. and Diploma in Computer Applications One year of handling Secretarial/ Administrative duties, Letter Drafting Fluency in English : Oral and Written	i. Maintain Inward/ Outward registers ii. Maintain the expenditure statement and preparation of bills iii. Pay bill preparation iv. Recruitment procedure v. Purchase procedure	Not exceeding 25 Years
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It is **mandatory** –

1. To submit the applications in the format prescribed on the website, otherwise the application will be rejected.
2. To provide email address and contact telephone number.
3. To submit the attested copies of the supporting documents e.g. proof of age (S.S.C. Board Certificate), all educational qualifications/mark-sheets, degree certificates, experience letters, address proof (Copy of Ration Card/ Passport/Driving License/ Bank Pass Book/ Electricity, Telephone Bill/ Leave and License Agreement Copy for rented house), proof for change of name (Gazette Copy) and proof of caste certificate for SC/ST/OBC (Non Creamy Layer) with the application.
4. Candidates belonging to OBC Non-Creamy Layer should enclose the OBC Non-Creamy Layer Certificate for appointment under Government of India (from the competent authority empowered to issue such certificate) with the application for consideration of application (Specimen format enclosed).
5. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with the application.
6. SC/ST candidates are exempted from payment of fees subject to production of caste certificate issued by the competent authorities with the application.
7. Age is Relax-able by 5 years for Govt. servants and SC/ST and Physically handicapped Candidates and by 3 years for OBC (Non-Creamy Layer) subject to production of certificate issued from competent authorities with the application.
8. Woman candidates are exempted from payment of fees.
9. To submit separate applications for every post that is applied for.

The application must reach this office on or before **30/03/2013** along with a Crossed Demand Draft for **Rs. 100/-** drawn in favor of **Director, National AIDS Research Institute, 73, 'G' Block MIDC, Bhosari, P.B. 1895, Pune – 411026**. Director, NARI reserves the right to shortlist the candidates to be interviewed. Any canvassing by or on behalf of the candidates or bringing political or other influence with regard to selection shall be considered as a disqualification. Call letters will be sent to eligible candidates by email only. Candidate will not be entertained after the reporting time.

PRINCIPAL INVESTIGATOR

ANNEXURE-E

FORM OF CERTIFICATE TO BE PRODUCED BY **OTHER BACKWARD CLASSES** APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

[G.I., Dept. of Per. & Trg., O.M. No. 36033/28/94-Estt. (Res.), dated 2-7-1997]

This is to certify that _____,
son of _____, of village _____
District/Division _____ in the _____ state _____
belongs to the _____ community which is recognized as a Backward Class under –

- *(i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section No. 186, dated the 13th September, 1993.
- *(ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 163, dated the 20th October, 1994.
- *(iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- *(iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri _____ and /or his family ordinarily reside(s) in
the _____ District/Division of the _____ State.
This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the
schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt. (SCT), dated 8-9-
1993.

District Magistrate,
Deputy Commissioner, etc.

Dated:
SEAL

*Strike out whichever is not applicable.

N.B.– (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of
the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below: –

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy
Commissioner/Deputy Collector/First Class stipendiary Magistrate/Sub-Divisional
Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below
the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.