Recruitment of Ethics Committee Office Assistant on contractual basis in the department of Institutional Ethics Committee, AIIMS, Nagpur

Institutional Ethics Committee, All India Institute of Medical Sciences, Nagpur intends to engage the service of detailed below on **Contractual basis** for a period of 11 months based on functional requirement and suitability.

Name of the Post	Ethics Committee Office Assistant
No of Posts	01
Place of Posting	AIIMS, Nagpur
Essential qualification	• B. Pharm/ M.Sc./ B.Sc. • Postgraduate diploma in Clinical Research
Nature of Duties	• Correspondence with IEC members and external experts. • Correspondence with Department of Health Research (DHR) • Correspondence with the investigators. • Assisting member secretary in preparing agenda and minutes of the IEC meetings. • Answering queries of the investigators. • Filing study related documents. • Archiving and maintaining the study related documents, SOPs, all correspondences. • Maintaining electronic database of the IEC records. • Assisting the secretariat in arranging the IEC meetings. • Dispatching sets of study document to IEC members and external experts. • Receiving the study related document from and dispatching the IEC letter to the investigators. • Arranging training sessions for IEC members • Any work assigned by Member Secretary and EC Coordinator
Age limit	Not exceeding 30 years
Emoluments/Salary	Consolidated salary Rs18000/-per month
Duration	11 months
Venue	AIIMS, Nagpur

Interested and eligible candidates will have to attend the interview in the 3rd Floor, Medical College Building, AIIMS, MIHAN, Nagpur- 441108. Date and time of interview will be intimated by email. The applicants are requested to bring the filled in application form (Annexure A) and bio-data with self-attested copies of testimonials with original certificates for verification.

NOTE:

1. Validity of the shortlist will be for **one year** from the date of publication of the result and renewable accordingly.
2. Qualification and experience should be in relevant discipline/field and from an institute of repute. Experience should have been gained after acquiring the minimum essential qualification.
3. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the Selection Committee.
4. The posts are purely on contract basis for an Institutional Ethics committee, and no claim for any other regular post in AIIMS Nagpur shall be entertained.

5. Valid email id and mobile number is compulsory.
6. Consolidated salary of the post may vary from time to time. No other allowance/ facilities other than consolidated salary shall be extended.
7. Decision of the Selection Committee will be final.
8. No TA/DA will be paid for the interview.
9. Canvassing of any kind will lead to disqualification.
10. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
11. If the performance of the appointee is not found satisfactory by the Ethics Committee, appointment can be terminated at any time without any notice.
12. The appointee may be relieved from the current job position, with one-month prior notice, failing to do so may be held responsible for paying one-month salary.

How to apply

The scanned copy of the application in the prescribed format (Annexure A) along with supporting documents as **single pdf file** should be sent to the following email id: iec@aiimsnagpur.edu.in on or before 20-11-2026. The shortlisted candidates will be called for an interview. Date, time and venue of interview will be intimated by email only.

Whom to contact

Email: iec@aiimsnagpur.edu.in

Annexure A

APPLICATION FORM

1. Name of the post Applied for :
2. Full name of Candidate (in Block Letter) [as given in your certificate/s] :
3. Gender :
4. Date of Birth :
5. Father's Name :
6. Mother's Name :
7. Marital Status (Married/ Unmarried) :
8. Present Address for correspondence :
9. Permanent Address :
10. Phone Number/Mobile Number :
11. Email Id :
12. Details of Qualification

Sr. No.	Degree	% Of Mark/CGPA	Year of Passing	Board/University

13. Details of Experiences

Sr. No.	Designation	Institute/Name of the employer	Period	Reason for leaving

Declaration

I hereby declare that information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/false, my candidature/services are liable to be terminated.

Place:

Date:

Name & Signature of Candidate

Fill this Checklist for Xerox documents

- ☐ Date of Birth Proof
- ☐ Certificate/s of all Education details
- ☐ Certificate/s of all Experience details
- ☐ Proof of Address (Aadhar Card)
- ☐ Any other Certificate/s mention details

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