

All India Institute of Medical Sciences, Gorakhpur

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Website: <https://aiimsgorakhpur.edu.in/>

Ref No: AIIMS/GKP/Research Cell/Rec/2026/05

Date: 13/04/2026

Vacancy Notice for Contractual Post

WALK IN INTERVIEW

Advertisement for the post of " Ethics Committee-cum-Clinical Research Coordinator (CRC) " on CONTRACTUAL BASIS for Institutional Ethics Committee, AIIMS, Gorakhpur

Institutional ethics committee, All India Institute of Medical Sciences, Gorakhpur intends to engage the service of Ethics Committee-cum-Clinical Research Coordinator (CRC) on Contract basis for a period of 01 year based on functional requirement and suitability. Applications in the prescribed format are invited from eligible candidates on a purely temporary basis from the IHEC and CPU fund of regulatory clinical trials at AIIMS Gorakhpur.

Place of Posting: Gorakhpur, Uttar Pradesh

Mode of Selection: Interview at Department of Pharmacology, Academic Block, AIIMS, Gorakhpur

Mode of Interview: Walk In

Venue: Department of Pharmacology, Medical College Building, AIIMS Gorakhpur

Date of Interview: 23.04.2026 **Reporting Time:** 10:00 am

A written test may be conducted depending on the number of applicants.

S. No	Post	Qualification	Duration	Posts	Emoluments
1	Ethics Committee Coordinator	Essential: 1. B.Sc / B.Pharm 2. Postgraduate diploma in clinical research Desirable: Preference will be given to candidates having experience as a clinical research co-ordinator or Ethics Committee coordinator / office assistant.	01 year*	1 (UR)	INR 20,000/- per month

*Can be extended based on the performance and approval of the competent authority.

Job responsibilities:

- Correspondence with IEC members and external experts.
- Correspondence with DCGI, Department of Health Research (DHR) & CDSCO.
- 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 files, SOPs, all correspondences.
- Maintaining electronic database of the IEC records.
- Assisting the secretariat in arranging the IEC meetings.
- Dispatching sets of study documents to IEC members and external experts.
- Receiving the study related documents from and dispatching the IEC letters to the investigators.
- Arranging training sessions for IEC members.
- Any other duties/responsibilities assigned by the Member Secretary / Principal Investigator.

Terms and Conditions:

1. The number of posts may vary.
2. Successful candidates will normally be engaged initially for a period of 01 year or less. Continuation / extension will be depending upon evaluation of the performance, availability of funds, functional requirements and approval from the competent authority.
3. No, separate HRA or any other allowance will be provided
4. Separate application should be submitted for each position. Allotment of project to the successful candidate will be decided by the competent authority at its discretion.
5. No TA/ DA will be paid to attend the interview / personal discussion and candidates have to arrange transport / accommodation themselves.
6. The persons engaged on project positions will normally be posted at AIIMS, Gorakhpur; however, they can be posted to any other sites in the interest of the work.
7. The persons engaged on post shall not have any claim on a regular post in AIIMS, Gorakhpur or in any other government organizations.
8. AIIMS, Gorakhpur reserves the right to terminate the project human resource positions even during the agreed contract period without assigning any reason.
9. Candidate must bring his/her duly filled-in application form in the prescribed format with a recent passport size colour photograph along with a detailed bio-data / CV and all relevant documents; duly self-attested; in proof of his/her educational qualifications [all certificates and marksheets from 10th standard onwards], working experience, age, caste and photo ID [Aadhar card / Indian passport / PAN card / Driving Licence] etc.
10. AIIMS Gorakhpur reserves the right to cancel / modify the process at any time, at its discretion.
11. The decision of the competent authority will be final and binding.
12. AIIMS, Gorakhpur reserves rights to consider or reject any application / candidature.
13. The Selected candidate will have to join within 15 days of the declaration of results.
14. It is NOT a permanent employment with AIIMS Gorakhpur.
15. NO claim for any other regular post in AIIMS Gorakhpur shall be entertained.
16. Candidate must come with a completely filled application form.
17. Incomplete applications or applications received after the due date will not be considered.
18. Decision of the Interview Committee will be final.
19. If the performance of the appointee is not found satisfactory, appointment can be terminated at any time without any prior notice/compensation.
20. Shortlisted candidates are required to submit a copy of application form with complete set of all self-attested certified copies of educational certificates/experience and photo identity along with originals for verification at the time of Interview.
21. Candidates are advised to provide the relevant and correct information in the application.
22. Late/delayed/incomplete/unsigned or application without latest photograph will not be considered and will be summarily rejected without any correspondence.
23. Submission of incorrect or false information during the process of walk-in-interview or personal discussion shall disqualify the candidature at any stage.

24. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely temporary basis.
25. Age relaxation is admissible to SC/ST/OBC candidates in respect of posts reserved for respective category only and not for unreserved post as per GoI rules.
26. Mere fulfilling the essential qualification/experience does not guarantee shortlisting/selection.
27. Candidates already working against regular/permanent posts under government Department/organizations are not eligible to apply.
28. Candidates already employed should submit a 'No Objection Certificate' from their employer at the time of walk-in-interview/written test/personal discussion failing which he/she will not be allowed to appear.
29. Canvassing and bringing inside or outside influence in any form for short listing and employment will be treated as a disqualification and the candidate will be debarred from the selection process.
30. No request for change of Date of Interview shall be entertained.
31. Experience shall be counted from the date of completion of minimum essential educational qualification.
32. We are not committed to fill up the advertised project human resource positions and the process is liable to be withdrawn / cancelled / modified at any time.

Documents Required to be produced in Original at the time of interview

1. Filled application format (Annexure 1)
2. Photo Identity proof (Aadhar card / Driving License / Voter ID card / PAN card / Passport) *
3. Address proof* (Aadhar card / Driving License / Voter ID card / PAN Card / Passport)
4. Proof of date of birth (10th Certificate / Birth certificate) *
5. Recent passport size photographs (two)
6. Category certificate (for OBC candidates the certificate of non-creamy layer must be issued within last one year)
7. Relevant Marksheets and Certificates*
 - 10th Marksheet & certificate
 - 12th Marksheet & certificate
 - Qualifying degree / certificate
8. Experience certificate clearly showing date of joining and date of relieving. *
9. List of publications, along with one original copy (If any) *
10. GATE / NET clearance certificate. (If any) *

*Along with one set self-attested photocopy of the documents

Note:

- 1. No TA/ DA will be provided to the candidates.**
- 2. Candidate found not suitable in the document verification will not be allowed to appear for the personal interview.**
- 3. No photocopy facility is available at the institute. Candidate has to bring the photocopy of the required documents.**