Notice

Memo No.: JCMLRI/006/11/2026 *Date: 03-Nov-2026*

RECRUITMENT NOTIFICATION: CLINICAL RESEARCH COORDINATOR (CRC)

The John C. Martin Centre for Liver Research and Innovations (JCMLRI), Sonarpur, Kolkata, invites applications from eligible and motivated candidates for engagement to the following position at its Centre for Clinical Research (CCR).

Position: Clinical Research Coordinator (CRC)

Number of vacancies: 01

Place of posting: Centre for Clinical Research (CCR), JCMLRI, IILDS Campus, Sonarpur, Kolkata.

1. Essential Qualifications

- Bachelor's degree in Life Sciences, Biotechnology, Microbiology, Biochemistry, Pharmacy, Nursing, or another relevant biomedical discipline from a recognized university.
- Good written and spoken communication skills in English; working knowledge of Bengali and Hindi will be an advantage.
- Basic computer proficiency, including MS Word, MS Excel, email and electronic documentation.

2. Desirable Qualifications

- Master's degree in a relevant discipline (e.g., Life Sciences, Biotechnology, Microbiology, Clinical Research, Pharmacy, Nursing, Pharm D etc.)
- Postgraduate Diploma or Certificate in Clinical Research.
- Training/certification in ICH-GCP, clinical trial documentation and applicable Indian clinical research regulations.

Prior experience in clinical research, clinical trial coordination, hospital-based research or healthcare documentation will be an added advantage. Fresh graduates with the required essential qualifications may also apply.

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3. Roles and Responsibilities

- Coordinate day-to-day activities of assigned clinical trials in accordance with approved protocols, institutional SOPs, applicable regulations and ICH-GCP principles.
- Assist with participant screening, recruitment, informed consent processes, visit scheduling, follow-up and maintenance of participant records under investigator supervision.
- Maintain accurate source documentation, essential study files and timely entries in electronic or paper case report forms; assist in query resolution.
- Coordinate with Principal Investigators, Sub-Investigators, Ethics Committees, sponsors, CROs, monitors and relevant hospital departments.
- Support study sample collection, processing, storage and shipment, where applicable, and assist with safety-event documentation and reporting within delegated responsibilities.
- Facilitate monitoring visits, audits/inspections, study supplies management and study close-out activities.

4. Selection Process

Applications will be scrutinized against the prescribed eligibility criteria. Shortlisted candidates may be invited for an interview and/or assessment at the JCMLRI campus, Sonarpur, Kolkata. The decision of the competent authority of JCMLRI shall be final.

5. Remuneration and Engagement

Remuneration will be commensurate with the candidate's qualifications, relevant experience and institutional norms. The engagement, along with other terms and conditions, will be communicated to the selected candidate.

6. How to Apply

Interested candidates should submit an updated curriculum vitae (CV) along with a brief cover letter indicating their suitability for the position by email to ***ccr@jcmlri.edu.in***, with the subject line: "Application for Clinical Research Coordinator – CCR".

Last date for submission of applications: 15th Nov 2026.

Only shortlisted candidates will be contacted for the next stage of the selection process. JCMLRI reserves the right to modify, defer or cancel the recruitment process, or not to fill the position, without assigning any reason.

Candidates are advised to provide complete and accurate information. Any material misrepresentation may lead to disqualification.

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