CENTRE *for* CAREER PLANNING *and* COUNSELLING

University of Kashmir

NAAC Accredited Grade "A+"

Advertisement Notice

The Center for Career Planning and Counselling, University of Kashmir is organizing the campus (online) recruitment for the position of **Safety Associate Trainee** and **Sr. Reg Doc Coordinator** at a leading global provider of advanced analytics, technology solutions and contract research services to the life sciences industry at IQVIA. Due to the COVID-19, both the positions are going to be operational on **work-from-home** model.

All the applicants will need to undergo online assessments (Details & process will be shared in the email with the shortlisted candidates). The interviews of the shortlisted candidates will be conducted post dates are finalized via. MS Teams (video Mode) and selections will be announced. The remuneration and career progression details will be shared post-selection. Pre-placement session will also be conducted. The company is desirous to fill these positions immediately.

All the desirous candidates who are fulfilling the eligibility criteria as mentioned in page 2&3 for each position should fill in the on-line application forms. Visit CCPC website ccpc.uok.edu.in and click on relevant link in the announcement and quick link section. Read detailed important instructions and preview the submission of Application Form before submission of the form is **5th February, 2021 by 4:00 pm.**

For any further query /information the candidates are welcome to contact CCPC on:

Tel No. (0194-2272265)
Cell .No. (9541228845)
Email. ID: contactccpc@uok.edu.in

Kindly keep yourself updated by visiting our Centre's Webpage for regular updates.

Sd/-
(**Prof. Mohammad Shafi**)

Dated: 3rd February, 2021

Domain	**Pharma co vigilance**
Title	Safety Associate Trainee
Location	Any IQVIA Location in India
Education	Min 16+ Yrs of education from Life Science background (B. Pharm, M. Pharm, PharmD, B.Sc. (Nursing), M.Sc., BDS, MDS, BAMS & BHMS graduates)
Job Profile summary	• To Prioritize and complete the assigned trainings on time. • Process Safety data according to applicable regulations, guidelines, Standard Operating procedures (SOPs) and project requirements. • To perform Pharmacovigilance activities per project requirement including but not limited to, collecting and tracking incoming Adverse Events(AE)/endpoint information; determining initial/update status of incoming events; database entry; coding AE and Products, writing narratives, Literature related activities. • Assuming other workflow responsibilities for the assigned project as directed by Operations team member or Manager. Ensure to meet the expected productivity and quality standards. • Ability to identify quality problems, if any, and bring them to the attention of a senior team member/ mentor. Attend project team meetings and provide feedback to operations manager on any challenges/issues or successes. Perform other duties as assigned.

Domain	**Regulatory Affairs**
Title	Sr. Reg Doc Coord
Education	Min 15+ Yrs of educational background from life science domain (BSC, MSC, B. Pharm, M. Pharm)
Job Profile summary	• Assist authors with the finalization of their clinical documents according to International Research and Development Document Standards (IRDDS) • Review content final clinical documents to assure compliance within electronic document management systems (eDMS) finalization. • Provide guidance during the document lifecycle in eDMS towards finalization. • Maintain record (editors log) to track the flow of documents that are edited and finalized in the eDMS. • Provide training to associates editing and relevant document management processes. • Act as eDMS superuser; solve or escalate eDMS issues Operationally support document management activities (e.g. external document QC organization, including batch export of document data sources from CREDI, categorization and quantification of QC findings) Metrics reports (e.g. mandatory trainings, metrics).

Sd/-
Director