

<b>VACANCY NOTICE</b>	<b>No. PGI/Hemat/VIT-A &amp; D/25/08</b> <b>Date: 23<sup>rd</sup> December 2025</b>
<b><u>THIS POST IS PURELY ON A CONTRACT BASIS.</u></b>	
Applications are invited for the position of <b>Project Coordinator (South India)</b> in the project titled <b>“Learning Initiative for Vitamin A and D Fortification Programming”</b>	
<b>POST</b>	<b>Project Coordinator</b>
<b>NUMBER OF POSTS</b>	<b>01</b>
<b>DURATION</b>	<b>1 year (Extendable)</b>
<b>ESSENTIAL QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Ph.D. in Biochemistry (Awarded).</li> <li>• Experience in <b>handling and managing human samples in a bio repository</b>,</li> <li>• 10 years of research experience working in the Community/ field relevant to Public Health and Nutrition.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• <b>Project Management &amp; Implementation</b> <ul style="list-style-type: none"> <li>• Plan, organize, and oversee <b>day-to-day project activities</b>, including <b>data collection and blood sample collection</b> at field sites across <b>four states</b>.</li> <li>• <b>Supervise and coordinate day-to-day laboratory operations</b>, ensuring smooth, efficient, and compliant functioning.</li> <li>• Assist in the development, review, and maintenance of laboratory SOPs and documentation...</li> <li>• Ensure adherence to <b>QA/QC</b> standards across laboratory procedures.</li> <li>• Monitor laboratory equipment maintenance, calibration, and service schedules.</li> <li>• Ensure compliance with biosafety, biosecurity, and ethical guidelines for biological sample handling.</li> </ul> </li> <li>• <b>Coordination &amp; Technical Support</b> <ul style="list-style-type: none"> <li>• Capacity building (Training) of field teams at four sites in blood sample collection and processing in the field.</li> <li>• Coordinate with the field team in receiving samples from the transport agency.</li> <li>• Providing technical support in establishing a field lab station in different study sites</li> <li>• Provision of technical support in processing and transporting samples by maintaining the cold chain to the Cantal lab for analysis</li> <li>• Maintenance of bio repository</li> </ul> </li> <li>• <b>Knowledge Management</b> <ul style="list-style-type: none"> <li>• Support the Central Project coordinator in the preparation of project reports and academic publications</li> <li>• Assist the Central Project coordinator in the dissemination of findings through workshops, publications, and policy briefs.</li> </ul> </li> </ul>
<b>NATURE OF DUTIES:</b>	<p>The Project Coordinator (South India) will play a key role in monitoring all project activities, including laboratory and field operations. He/she will work closely with the Principal Investigator (PI), Co-PIs, and the Central Project Coordinator to train field staff in blood sample collection and processing, ensure safe transportation of samples to the Central Laboratory, maintain the cold chain, and support the estimation of various biomarkers.</p> <p>The Project Coordinator will conduct periodic field visits to multiple sites to supervise, ensure quality control, and collect data and blood samples to ensure the project is implemented according to the planned timeline. The role also requires networking with relevant institutional officials, state government representatives, funding agencies, and local communities. Additionally, the Project Coordinator will assist in procuring study supplies and facilitate regular research team meetings.</p>

<b>DESIRABLE EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>Hands-on experience in <b>bio repository management</b>, including collection, processing, labelling, storage, and retrieval of biological samples (blood, serum, plasma), and <b>estimation of various biomarkers</b>.</li> <li>Ensure <b>cold chain maintenance</b>, sample integrity, and accurate record-keeping.</li> <li>Hands-on experience with <b>Beckman Coulter HPLC systems</b> and <b>Abbott ARCHITECT i1000SR &amp; i2000SR analyzers</b>, including sample preparation, instrument calibration, method execution, chromatographic and immunoassay analysis, and strict adherence to laboratory quality control and SOP standards. Experience in maintaining a Biorepository and estimating various biomarkers</li> <li>Willingness to <b>travel extensively</b> to project sites and engage with <b>government and community stakeholders</b>.</li> <li>Strong <b>leadership, analytical, communication, and scientific writing skills</b>.</li> <li>Flexible to <b>work long hours</b> and attend <b>international calls and meetings across time zones</b>.</li> </ul>
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#### **HOW TO APPLY:**

Interested candidates should email their CV's (detailed) along with total experience to [vitaminadfortification@gmail.com](mailto:vitaminadfortification@gmail.com), having the subject titled "Application for the post of: **Project Coordinator**" by **03/01/2026 by 5:00 PM**

Interested and eligible candidates may apply for the position using the following link on or before **03/01/2026 by 5:00 PM**  
<https://forms.gle/xSSorTso1ThcWzah8>

#### **Terms and Conditions:**

1. The post is purely temporary. Employment will automatically terminate upon completion/termination of the project, and there is no liability for permanent employment on the part of PGIMER Chandigarh, the Principal Investigator, or the funding agency.
2. Only shortlisted candidates will be called/informed for the interview. The date, time, and venue of the interview will be notified to the candidate via email or SMS.
3. Any application received after the expiry of the vacancy notice will not be entertained.
4. No TA/DA will be provided.

## **Working Place**

**The work location will be in South India (Hyderabad), with the possibility of remote work depending on project requirements.**

**Dr. Reena Das**  
**Principle Investigator**