



Position

Senior Data Manager in Clinical Trials Unit

Add Validity: 20/6/2026

Appointing Organisation

Tata Translational Cancer Research Centre
Tata Medical Center, Kolkata

The Tata Medical Center and the Tata Translational Cancer Research Centre

The Tata Medical Centre (TMC) is a multispecialty institution for tertiary cancer care based in New Town, Kolkata. At TMC, clinical and research activities are integrated to provide state-of-the-art care for patients with cancer. This integration is enabled by the Tata Translational Cancer Research Centre (TTCRC), the research arm of TMC. TTCRC is within a dedicated academic space and spread over 3 floors. At TTCRC, a multidisciplinary team of clinicians, scientists, academics and industry professionals collaborate to develop a systems medicine approach in cancer research. This approach is focussed on developing innovative, indigenous, cost-effective and equitable strategies to improve cancer diagnosis; develop treatments that match disease characteristics and are adapted to treatment response; and, identify prognostic and predictive disease biomarkers. These strategies are multi-dimensional and involve an iterative pathway that include clinical studies, high-throughput laboratory investigations, computational strategies to integrate, analyse and model data, hypothesis-based pre-clinical studies and evidence-based translation of findings to clinical practice. For additional information on work at TTCRC, visit <https://tinyurl.com/TTCRC-systems-medicine> and <https://tinyurl.com/TTCRC-childhood-ALL>.

The Post

We have a dedicated Clinical Trials Unit, staffed by the unit manager, data managers, coordinators, and analysts with statistical support. Clinical Trials are conducted using an electronic clinical trial management system (CTMS). TTCRC is the nodal centre for multiple academic and pharma multicentre clinical trials funded by the Indian Council of Medical Research and National Cancer Grid. TTCRC innovates in data acquisition and analyses, being at the forefront of the largest paediatric cancer study in India . Apart from these, the unit supports research team of TTCRC in various other projects.

CTU works alongside the clinical team to run the trials and projects. The post holder will have the chief responsibility of regular coordination with the clinical team and management of clinical data. The post holder will be required to support the research team of TTCRC. He/she will work with the CTU manager and unit members to ensure that the unit, clinical team and research team works seamlessly and clinical data are maintained up to date.

You will extract clinical data from various databases, process, validate, and analyse data related to various projects. We expect you to understand GCP and have excellent interpersonal skills, effective communication skills (both oral and written), strong team working skills and an innovative approach to challenges.

Minimum required qualifications/experience

- (a) MSc in Physical sciences (Physics and Mathematics) including Basic Science, Life sciences, Biotechnology, Cell & Molecular Biology, Microbiology and Pharmacology/ related field with 5+ years of experience in clinical data management.
OR
BSc in Physical sciences (Physics and Mathematics) including Basic Science, Life sciences, Biotechnology, Cell & Molecular Biology, Microbiology and Pharmacology/ related field with 8+ years of experience in clinical data management
- (b) Proficiency with Microsoft Word, Excel, clinical database
- (c) Experience in working with clinical data set
- (d) Knowledge of clinical data analysis

Necessary qualities

- (a) Integrity, motivation, enthusiasm
- (b) Focus and commitment in carrying out tasks and duties
- (c) Critical analytical and problem-solving skills
- (d) Ability to work effectively as part of a multidisciplinary team
- (e) Clarity in career and professional development goals

Desired qualifications/ qualities

- (a) Advanced data analysis
- (b) Proficiency in handling of statistical software

Primary Responsibilities:

- (a) Clinical study/trial database development and management.
- (b) Design of paper CRF, eCRF, Annotated CRF
- (c) Analysis of clinical studies studies
- (d) Pharmacokinetic modelling

- (e) Preparation of periodic progress reports- database, data validation, data management at all centres
- (f) Project coordination of multicentre clinical studies

Appointment and reporting

Appointment to the position will initially be for one year with probation. Further confirmation in the position and progression to subsequent years is subject to satisfactory review of performance through periodic appraisals of performance and availability of core research funding. Appraisals will also determine salary increments and promotions. The consolidated monthly salary will be commensurate with candidate's qualification and experience. The successful applicant will be managed by the CTU manager and will report to the Officer-In-Charge, TTCRC.

Enquiries

For further details refer to TMC and TTCRC website, visit www.tmckolkata.com

Submission of applications by post or by e-mail to:

Mr Suvasish Mukherjee; Head, Human Resources; Tata Medical Center; 14 Major Arterial Road (East-West); Newtown, Rajarhat; Kolkata 700 160

e-mail: suvashish.mukherjee@tmckolkata.com

For informal enquiries,

Mr. Satadru Dey (satadru.dey@ttcrc.tmckolkata.org)