

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before 17.10.2021 may be considered) for Interview on **19.10.2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

### **Fellow / Scientist – Regulatory Affairs**

#### **Terms of Reference:**

- Keeping up to date internal team with changes in regulatory legislation and guidelines
- Analysing complicated information.
- Understanding of Medical Devices, Instruments, Equipment's & Relevant Regulations.
- Ensuring that quality standards are met and submissions meet strict deadlines
- Preparing regulatory documentation for various authority submission.
- Undertake the assignments, which may be assigned from time to time.
- Reporting matrix need to be maintained ensuring compliance.

#### **Eligibility:**

1. Qualification: B.Tech Biomedical Engineering
2. Experience: Minimum 2-3 years of experience in the relevant field is required.
3. Should be aware of Regulatory Affairs
4. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
8. Willingness to Travel.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
10. Age above 25 years.