



Translational Health Science and Technology Institute

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

496, Udyog Vihar Phase III, Gurgaon – 122 016

Recruitment Notice No: THS/RN/15/2012

RECRUITMENT TO FILL UP ADMINISTRATIVE AND TECHNICAL POSITIONS

The Department of Biotechnology, Ministry of Science & Technology (Government of India) has established the Translational Health Science and Technology Institute (THSTI), an autonomous institution, as a part of the interdisciplinary Health Biotech Science Cluster, in the National Capital Region. Major Indian and overseas institutions are mentoring the development of the THSTI. The institution is designed to be a dynamic and interactive organization with a mission to conduct innovative translational research and develop research collaborations across disciplines and professions to accelerate the extension of concepts to the improvement of human health.

The permanent laboratories of THSTI will come up at Faridabad over the next two years. Interim facilities are functioning from Gurgaon close to the South Delhi area with adequate housing, transportation and schooling facilities in the neighbourhood. Campus housing may be made available when the institution moves to the Faridabad campus.

Translational Health Science and Technology Institute is looking for candidates to fill up the following contractual positions.

S. No.	Name of the post Emoluments No. of posts	Qualification and Experience	Job Description	Age Limit
01	Executive Engineer Upto Rs. 54,713/- One Post	Post-Graduate degree in Civil / Electrical/Instrumentation engineering or related branches with five years' relevant experience Or Degree in Civil / Electrical / Instrumentation engineering or related branches with eight years' relevant experience. Or Diploma in Civil / Electrical / Instrumentation engineering with twelve years of relevant experience.	Maintenance of Electrical equipment / Lab equipment / Air-conditioning system / civil structures and project management through contracts as per Government of India approved procedures. Preparation of plan / design, tender documents for inviting offers for works. Monitor execution of works certify payments as per established procedures. Other related maintenance work.	40 years

02	Administrative Officer (IT) Upto Rs. 54,713/- One Post	Professional degree in engineering or Post-graduation in computer science or equivalent with eight years of experience in acquisition, development & maintenance of software; Acquisition / development & maintenance of hardware; Website development & maintenance; Server/ Network Management; ERP	Software acquisition / development & maintenance; Hardware acquisition / development & maintenance; all types of IT support to the users; Server / Network Management; Advice the management on automation of every aspect of the institute including ERP.	40 years
03	Clerical Assistant / Accounts Assistant / Executive Secretary Upto Rs. 21,989 Five Posts	Graduate with one year experience in HR / Accounts / IT or Post Graduate Diploma / Degree in HR / Accounts / IT.	Clerical / Accounts / Secretarial work	30 years
04	Technical Assistant Upto Rs. 21,989 Three Posts	Degree / Diploma in Electrical / Civil / Instrumentation / Air Conditioning or related branches with atleast 3 years' experience.	Maintenance of Electrical equipment / lab equipment / Air-conditioning system / civil structures / IT hardware. Knowledge of CPWD works manual.	30 years
05	Lab Technician Upto Rs 20,000 Seven posts	Intermediate in Science or equivalent with either three years relevant experience in R&D Laboratory or two years full time Diploma in Medical Lab Technology (MLT) course with one year relevant experience or B.Sc. in any area of Life Sciences.	Preparation of glasswares, media, buffer, reagents for experiments, help researchers in record of measurements/observations, fill up research data sheets, conduct experiments under the supervision of researchers; upkeep of all sundry equipment / instruments, glass wares, plastic wares etc.	30 years

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/University.
2. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should apply through proper channel or produce "No Objection Certificate" at the time of Interview.

4. The age limit, qualification, experience and other requirements for the post is relaxable at the discretion of the competent authority, in case of candidates otherwise well qualified.
5. Interested candidates may apply to the Administrative Officer (P&A), Translational Health Science and Technology Institute, 496, Udyog Vihar Phase-III, Gurgaon-122016, Haryana, on a plain paper in the attached format, along with CV and attested certificate of all qualification/experience on or before **22nd September 2012**. Along with the application form and enclosures, a Demand Draft of Rs.100 drawn in favour of THSTI may be enclosed (SC/ST/Women/PH are exempted from payment of application fees). Please super-scribe on top of the envelope “Application for the post of _____”.
6. Incomplete applications will stand summarily rejected.
7. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher / relevant qualification / experience.
8. Only shortlisted candidates will be called for interview.
9. Reservation rules will be followed as per the Govt. of India norms. There will be an initial probation period of 6 months that may be extended at the discretion of the competent authority.
10. Outstation SC/ST candidates called for the interview will be paid to & fro second-class railway fare, as per Govt. of India rules on production of the proof of the same.
11. Number of positions filled will be as per the need and availability of the suitable candidates. The number of vacancies is likely to vary based on the requirement at the time of finalisation of selection.
12. Appointments will be made on contract initially for a period of one year.
13. The salary is a consolidated sum without any other benefits. There will be an initial probation period of 6 months that may be extended at the discretion of the competent authority.
14. Canvassing in any form will be a disqualification.
15. Information can be obtained from the institute on telephone no. 0124-2876300.