



## 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 / 5 / 2013**

#### **RECRUITMENT TO FILL UP ADMINISTRATIVE AND TECHNICAL POSITIONS**

Translational Health Science and Technology Institute (THSTI) is an autonomous institution of the Department of Biotechnology, Govt. of India and is a part of the interdisciplinary Biotech Science Cluster at Faridabad in the National Capital Region. The institution is designed to be a dynamic and interactive enterprise with a mission to conduct innovative translational research and develop research collaborations across disciplines and professions to accelerate the extension of concepts to improve the human health. The cluster institutions will have access to state-of-the-art experimental animal facility, biosafety level 3 laboratories and technology platform resources.

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

S. No.	Name of the post Emoluments / Grade pay No. of posts	Qualification and Experience	Job Description	Age Limit
01	Executive Engineer  Upto Rs. 54,713/-  One Post	Post-Graduate degree in Civil engineering with five years' relevant experience. Or Degree in Civil engineering with eight years' relevant experience. Or Diploma in Civil engineering with twelve years of relevant experience.  Knowledge of CPWD works manual is desirable.	Maintenance of Electrical / 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 and certify payments as per established procedures. Other related maintenance work.	40 years
02	Information Technology Officer  Upto Rs. 54,713/-  One Post	Graduate in IT related field with ten years of experience in any or all the below mentioned areas: <ul style="list-style-type: none"><li>Acquisition, development &amp; maintenance of software;</li><li>Acquisition / development &amp; maintenance of hardware;</li><li>Website development &amp; maintenance;</li><li>Network Management</li></ul>	<ul style="list-style-type: none"><li>Software acquisition / development &amp; maintenance;</li><li>Hardware acquisition / development &amp; maintenance;</li><li>All types of IT support to the users;</li><li>Network Management;</li></ul>	40 years

			<ul style="list-style-type: none"> <li>• Advise the management on automation of every aspect of the institute.</li> </ul>	
03	<p>Clerical Assistant</p> <p>Upto Rs. 21,989/-</p> <p>Two posts</p>	Graduate with one year experience in HR / Purchase and knowledge of basic computer operations (MS-Office).	Clerical work.	30 years
04	<p>Accounts Assistant</p> <p>Upto Rs. 21,989/-</p> <p>Two posts</p>	BCom with one year experience in Accounts and knowledge of Tally.	Accounts work.	
05	<p>Executive Secretary</p> <p>Upto Rs. 21,989/-</p> <p>One post</p>	Graduate with diploma in Stenography and knowledge of basic computer operations (MS-Office).	Secretarial work.	
06	<p>Technical Assistant</p> <p>Upto Rs. 21,989/-</p> <p>Two Posts</p>	Degree / Diploma in Mechanical / Civil / Instrumentation with atleast 3 years' experience.	Maintenance of Electrical / Mechanical / Lab equipment / Air-conditioning system / civil structures etc.	30 years
07	<p>Lab Technician</p> <p>Upto Rs 20,000/-</p> <p>Five posts</p>	<p>BSc in Chemistry, Biochemistry or any other area of Life Sciences with 2-3 years of relevant experience in the following:</p> <ul style="list-style-type: none"> <li>• Molecular cloning using bacterial and mammalian expression vectors/have experience in mutagenesis of genes, characterizing gene expression transformation, transfection and transduction of engineered genes.</li> <li>• Expertise in carrying out virus infectivity assay and viral micro-neutralization assays using cell lines.</li> <li>• Carrying out ELISA, immunoprecipitation and Western blotting</li> <li>• Maintain cells lines in culture for transfections, virus production, preparation of primary and envelope pseudotyped HIV-1 stocks in BSL2/BSL3 conditions.</li> </ul>	The candidate will be part of the team performing state-of-the-art molecular biology, immunology, virology, bioinformatics and recombinant protein expression, production, purification and characterization	30 years
08	<p>Driver</p> <p>PB-1 (5200-20200) with Grade Pay of Rs.1900/-</p> <p>One post</p>	Matrication or equivalent with a valid driving license (commercial vehicle) and 3 years' experience of driving a motor car.	Driving and maintenance of staff car, mini-bus and bus.	30 years

## **GENERAL TERMS & CONDITIONS:**

1. Positions will be initially based in the THSTI's interim laboratories at Gurgaon and will be shifted to its permanent campus in Faridabad when ready.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
4. The age limit, qualification, experience and other requirements for the post are relaxable at the discretion of the competent authority, in case of candidates otherwise well qualified.
5. Persons working in Govt. or Public Sector undertaking or Autonomous body should apply through proper channel or produce "No Objection Certificate" at the time of Interview.
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.
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. Candidates may be considered for appointment to a post lower than the one advertised and applied for if the selection committee so recommends.
12. In case no suitable candidate is available for the position, it may be downgraded and appropriate candidate may be selected.
13. 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.
14. For positions mentioned under S. No. 01-07, appointments will be made on contract initially for a period of one year and 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.
15. For position mentioned under S. No. 08, appointment will be made on contract for a period up to 5 years with a probation period of one year. Further continuance will depend on the performance review of the candidate. The pay & allowances etc. are admissible as per the recommendation of VI Pay Commission of the Govt. of India. Other benefits include new pension scheme, medical reimbursement, LTC etc. as per rules of the institute.
16. Canvassing in any form will be a disqualification.
17. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy on or before the specified date.

**The procedure for online application:**

1. Before proceeding for filing online applications, keep the following documents handy:
  - i. Soft copy of your passport size photo.
  - ii. Comprehensive CV (PDF format only) containing details of qualification, positions held, professional experience/distinctions etc.
  - iii. Application fee in the form of demand draft for an amount of Rs. 100/- in the favour of “Translational Health Science and Technology Institute” payable at Gurgaon (SC/ST/Women/PH candidates are exempted from payment of application fees).
2. You are requested to use Mozilla internet browser for best results for submission of online application.
3. Once the online application is submitted, no correction/modification is permissible.
4. In case you have any difficulty in filling up the online form, you may contact [admin@thsti.res.in](mailto:admin@thsti.res.in).
5. On successful submission of your application, an auto-generated email containing your reference number will be sent to the Email address provided by you. Keep a note of your reference number for future correspondence.
6. Please do the following after submission of online application:
  - i. Take a print out of the application.
  - ii. Sign the application at the appropriate place and send the signed application with demand draft (wherever applicable), CV, self-attested copies of certificates / documents pertaining to educational qualification and experience to reach us on or before the last date at the following address. *Please superscribe the post applied for on the envelope.*

**Head - Administration**

**Translational Health Science and Technology Institute**

**Plot No. 496, Udyog Vihar, Phase-3, Gurgaon,**

**Haryana, PIN-122016, INDIA**

- iii. Applicants, who are currently working in any Government (Central/State), PSU, autonomous body or any other Government organization, shall get his / her application forwarded through his / her employer. An advance copy of the application may be sent in case of foreseen delays in forwarding the application through proper channel.
7. Please note that application without signature, received after due date or incomplete in any other respect will be rejected summarily.

**8. Important dates to remember :**

Last date for submission of online application : **10<sup>th</sup> May, 2013**

Last date for receiving the signed hard copy of application at THSTI : **20<sup>th</sup> May, 2013**