



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

Drug Discovery Research Centre

RECRUITMENT FOR SCIENTIFIC, TECHNICAL AND ADMINISTRATIVE POSITIONS

Recruitment Notice No: THS / RN / 11 / 2013

The Department of Biotechnology (DBT), 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 Biotech Science Cluster at Faridabad in the National Capital Region. The permanent campus and buildings of THSTI are coming up at Faridabad and will be completed within one year. The Institute is currently functioning from interim facilities in Gurgaon. The institution is designed with a mission to conduct innovative translational research. THSTI is organized into several niche centres based on their research focus viz Vaccine and Infectious Disease Research Centre (VIDRC), Pediatric Biology Centre (PBC), Centre for Biodesign & Diagnostics (CBD), Clinical Development Services Agency (CDSA), Policy Centre for Biomedical Research (PCBR), Centre for Human Microbial Ecology (CHME) and Drug Discovery Research Centre (DDRC).

This recruitment notice is for DDRC which has been set up as a mission centre of the THSTI to enable the process of drug discovery research in India. It is a multi-disciplinary centre where research activities will span the broad areas of Biology, Chemistry, and Systems Biology.

Applications are invited from suitable candidates for the following positions:

S No.	Name of the post / Pay Band + Grade Pay	Qualifications and experience	Job description	No. of posts and age limit
1	Scientist- C Rs.15600-39100 + GP Rs.6600/-	ESSENTIAL: PhD in Computational Biology / Bioinformatics / Biotechnology with at least one year of research experience. Candidate must have proven expertise in Mass Spectrometry Bioinformatics, Algorithm & Tools development and Analysis for mass spectrometry data, experience with programming in some scripting language (Perl / Python etc.), Web server development and databases, high throughput pipelines for Mass Spectrometry Data Analysis, expertise in using MS/MS algorithms like Mascot, Sequest, OMSSA, X!Tandem for data analysis, Statistical analysis and FDR estimation. Skills in developing and	The candidate will develop and improve computational methodologies for analysis of complex mass spectrometry data on proteins / peptides, metabolites and lipids. will also participate in employing systems-based approaches for data analysis and interpretation.	One post; 40 years

		improving algorithms for solving biological problems in data analysis also expected. Should have proven track record with publication and excellent communication skills.		
2.	Senior Technical Officer (Information Technology) Rs. 156000-39100 + GP Rs. 5400/-	PhD in computer science / Bioinformatics or related field with at least two years' experience in a research environment. Proficiency in Linux with experience in high performance computing and programming is a must. Candidate should have an understanding of high-throughput technologies related to drug-discovery research. Demonstrated experience in computational drug-discovery research would be an advantage.	We are looking for a motivated and experienced IT officer to manage and support computational research at our institute. In addition to configuring and maintaining the computer network of DDRC, the candidate will also be required to provide customized IT solutions to experimental researchers. Significant experience in handling publically available biological databases is essential.	One post; 40 years
3.	Section Officer (Store & Purchase) 9300-34800 + GP Rs. 4600/-	Graduate with Post Graduate Degree / Diploma in Stores / Material Management or equivalent. <u>Experience:</u> (a) In a Govt. Organisation (i) Holding analogous post with relevant work experience or (ii) Three years experience in PB-2 with GP of Rs. 4200/- or (b) In any other organisation of repute 8 years relevant work experience in a managerial position	Stores and Purchase work.	One post; 30 years
4.	Management Assistant (Personnel) 9300-34800 + GP Rs. 4200/-	Essential: Graduation Desirable: Post Graduate degree / diploma in Personnel Management or equivalent <u>Experience</u> (a) In a Govt. Organisation (i) Holding analogous post with relevant work experience or (ii) Three years experience in PB-1 with GP of Rs. 2,800/- or Rs. 2400/- (b) In any other organisation of repute 5 years of relevant work experience in a managerial/ supervisory position	Administration and establishment work	One post 30 years

5.	Management Assistant (Accounts) 9300-34800 + GP Rs. 4200	Essential: Graduation Desirable: Post Graduate degree / diploma in Financial Management or CA/ICWA or equivalent. <u>Experience</u> (a) In a Govt. Organisation (i) Holding analogous post with relevant work experience or (ii) Three years experience in PB-1 with GP of Rs. 2,800/- or Rs. 2400/- (b) In any other organisation of repute 5 years of relevant work experience in a managerial/ supervisory position	Finance and accounts work	One post 30 years
6.	Executive Secretary 9300-34800 + GP Rs. 4200	Graduate with proficiency in shorthand (120 wpm) and typing (50 wpm). Candidate should be able to handle word processor and conversant with secretarial practice or passed stenographer's examination conducted by Staff Selection Commission. <u>Experience</u> (a) In a Govt. Organisation (i) Holding analogous post with relevant work experience or (ii) Three years experience in PB-1 with GP of Rs. 2,800/- or Rs. 2400/-	Stenographic / secretarial work of senior officers, maintenance of records, files, appointments, liaison work, liaison with administration section, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases put up to senior officers.	One post 30 years

GENERAL TERMS & CONDITIONS:

1. Appointment will be made on contract initially for a period of 5 years with a probation period of one year that may be extended at the discretion of the competent Authority.
2. The pay & allowances are admissible as per the recommendation of the 6th Pay Commission of the Govt. of India. Other benefits include new pension scheme, medical reimbursement, LTC, bonus etc. as per the rules of the institute.
3. Positions will be initially based in the THSTI's interim laboratories and will be shifted to its permanent campus in Faridabad in due course.
4. All educational, professional and technical qualification should be from a recognized Board/University.
5. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
6. 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. In case candidates are not found suitable for the posts notified, they can be offered lower post on the recommendation of the Selection Committee.

7. Persons working in Govt. or Public Sector undertaking should apply through proper channel or produce 'No Objection Certificate' at the time of Interview.

8. Incomplete applications will stand summarily rejected.

9. 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.

10. Only shortlisted candidates will be called for interview.

11. Reservation rules will apply wherever applicable. 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.

12. Number of positions filled will be as per the need and availability of the suitable candidates.

13. Canvassing in any form will be a disqualification.

14. 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:

- a. 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 and applicant for the position of Scientist-C are exempted from payment of application fees).**
- b. You are requested to use Mozilla internet browser for best results for submission of online application.
- c. Once the online application is submitted, no correction/modification is permissible.
- d. In case you have any difficulty in filling up the online form, you may contact admin@thsti.res.in.
- e. 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.
- f. 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 (as mentioned in 14.a.iii above), 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.*

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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.
- g. Please note that application without signature, received after due date or incomplete in any other respect will be rejected summarily.
- h. **Important dates to remember :**
 - Last date for submission of online application : **26th Aug 2013**
 - Last date for receiving the signed hard copy of application at THSTI : **2nd Sep 2013**