

## Recruitment Notice No: THS / RN / 21 / 2013

### RECRUITMENT FOR SCIENTIFIC AND ADMINISTRATIVE POSITIONS

- a) Translational Health Science and Technology Institute (THSTI) is an autonomous Institute of the Department of Biotechnology under the Ministry of Science and Technology, Govt. of India. THSTI is developed as a part of the interdisciplinary NCR Biotech Science Cluster to be located at Faridabad, in the National Capital Region. THSTI is designed to be a dynamic, interactive organization with a mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into tangible products to improve human health. Permanent laboratories of the centre will come up in Faridabad within one year. The interim laboratories of the centre are functioning from Gurgaon in Haryana.
- b) THSTI has set up niche centres for research in areas relevant to planned translational work. They are: Vaccine and Infectious Disease Research Centre (VIDRC), Pediatric Biology Center (PBC), Centre for Biodesign (CBD), Drug Discovery Research Centre (DDRC), Centre of Human Microbial Ecology (CHME) and Policy Centre for Biomedical Research (PCBR). Clinical Development Service Agency (CDSA) and the National Biodesign Alliance (NBA) are THSTI's extramural centres.
- c) Applications are invited from suitable candidates for the following positions to be filled by direct recruitment.

S.No.	Position	Qualification and experience
01.	<b>Personal Assistant (One post) PB-2, (Rs. 9300-34800 )+ GP Rs. 4200/- Age limit:30 years</b>	a) <u>Qualification:</u> Graduate with proficiency in English Stenography (80 wpm) and English typing (40 wpm). Candidate should be able to handle word processor and conversant with secretarial practice or passed stenographer's examination conducted by Staff Selection Commission.
		b) <u>Experience:</u> (i) or (ii) (i) <u>In a Govt. Organisation</u> Holding analogous post with relevant work experience or Three years' experience in PB-1 with GP of Rs. 2,800/- or Rs. 2400/-
		(ii) <u>In any other organisation of repute:</u> Five years' experience as Personal Assistant to an authority in senior management.
02.	<b>Executive Secretary Upto Rs. 30,000/- (Consolidated) One post</b>	<u>Essential:</u> Graduate with two years' experience as Personal Assistant / Executive Secretary to head of the organization in a renowned organization.

	<b>Age limit:30 years</b>	<u>Desirable:</u> Post-graduate (English) with excellent command over English writing and speaking skills.
<b>03.</b>	<b>Junior Research Fellow Rs. 16,000/- + HRA for 1<sup>st</sup> &amp; 2<sup>nd</sup> year and Rs.18,000/- + HRA for 3<sup>rd</sup> year.</b>	<u>Essential:</u> Post-graduate in Life Sciences or any related field including Clinical Research. <u>Desirable:</u> Candidates with experience in any of the following areas will be preferred: i. Immunological techniques ii. Clinical Research iii. Nutritional biochemistry iv. Microbiology

d) **GENERAL TERMS & CONDITIONS:**

1. For the positions under serial no. 01 and 02 appointments will be made on contract initially for a period of five years. For the position under serial no. 03, appointment will be made initially for a period of one year which may be extended by two more years, subject to satisfactory performance.
2. The probation period for positions under serial no. 01 & 02 will be one year and for position under serial no. 03, will be six months. The probation may be extended at the discretion of the competent authority.
3. The above appointments are purely contractual in nature and those appointed to these posts will not have any claim for regularization of their employment.
4. For the position under serial no. 01, the pay & allowances are admissible as per the recommendations 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. The positions under serial no. 02 and 03 are on consolidated emoluments basis and will not be entitled for any other benefits except medical reimbursement for self as per rules of the institute.
5. Positions will be initially based in the THSTI's interim laboratories and will be shifted to its permanent campus in Faridabad in due course.
6. All educational, professional and technical qualification should be from a recognized Board/University.
7. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
8. 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 / lower emoluments on the recommendation of the Selection Committee.

9. Persons working in Govt. or Public Sector undertaking should apply through proper channel or produce 'No Objection Certificate' at the time of Interview.
10. Incomplete applications will stand summarily rejected.
11. 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.
12. Only shortlisted candidates will be called for interview.
13. 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.
14. Number of positions filled will be as per the need and availability of the suitable candidates.
15. All results will be published on our website and all communications will be only through email.
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:**

- a. Before filing online applications, do keep the following documents handy:
  - i. A soft copy of your passport size photo.
  - ii. A 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).**
- b. Candidates are requested to use Mozilla Firefox / Google Chrome internet browser for best results in submission of online application.
- c. Once online application is submitted, no correction/modification is possible.
- d. In case of difficulty in filling up the online form, please contact [admin@thsti.res.in](mailto:admin@thsti.res.in).
- e. Please do the following after submission of online application:
  - i. Take a print out of the application.
  - ii. Please sign the application at the appropriate place and send the signed application with demand draft, CV, self-attested copies of certificates / documents pertaining to educational qualification and experience to reach us on or before the last date at the address given below.

**Head - Administration**  
**Translational Health Science and Technology Institute**  
**Plot No. 496, Udyog Vihar, Phase-3, Gurgaon,**  
**Haryana, PIN-122016, INDIA**

*Please superscribe the post applied for on the envelope.*

f. Please note that application without signature, or those received after due date or incomplete in any other respect will be summarily rejected.

g. **Important dates:**

Last date for submission of online application : **25<sup>th</sup> November 2013**

Last date for receiving the signed hard copy of application at THSTI : **2<sup>nd</sup> December 2013**