

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
496, Udyog Vihar Phase III, Gurgaon – 122 016

Recruitment for Administrative Positions

Recruitment Notice No. THS/RN/11/2014

- 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 shortly. 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 position to be filled by direct recruitment.

S. No.	Name of the Post/No. of Positions/ Emoluments (Rs.)	Qualification and Experience	Job Description
1	Management Assistant (P&A) No of Position:- 1 P.B-2 (Rs.9,300-34,800) Grade pay- Rs.4,200/-	(i) Graduate with experience as mentioned in (ii) or (iii) (ii) Holding analogous post with relevant work experience or Three years' relevant experience in PB-1 with GP of Rs. 2,800/- or Rs. 2,400/- in Establishment matters/ Administration in an autonomous body/ PSU /University/ Central or State government. (iii) 5 years' relevant experience in an organization of repute.	Handling of administrative and establishment matters.
2	Executive Assistant (P&A) No of Position:- 1 Consolidated Salary: - Upto Rs.30,000/- p.m.	Graduate with two years' experience in clerical capacity in Establishment matters / Administration / HR in a Govt. organisation or an organisation of repute.	Handling administrative and establishment matters.
3	Executive Secretary No of Position:- 1 Consolidated Salary:- Upto Rs.30,000/- p.m.	Qualification: Graduate with good English communication skills and proficient in basic computer operations (MS-Office) Desirable: Graduate in English with one year experience in the relevant field.	Secretarial work of senior officer, maintenance of records, files, fixing appointments, liaison work, handling confidential documents, preparation of brief of cases to be put up to senior officer.
Age Limit – 30 years for all the above positions as on last date of receipt of applications.			

d) **GENERAL TERMS & CONDITIONS:**

1. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Written/Interview.
2. For the position at Sr. No. 1, the appointment will be made on contract for a period upto 9th July, 2018 with a probation period of two years and for Sr.No. 2&3, contract period will be of one year with a probation period of six months.

3. For the position at Sr. No. 1, the pay & allowances are admissible as per the CCS (Revised pay rules 2008), of the Govt. of India. Other benefits include new pension scheme, medical reimbursement, LTC, bonus etc. as per the rules of the Institute. For Sr. No. 2 & 3 the salary will be consolidated as shown above against them.
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 qualification specified for the post.
6. The age limit, qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for any post notified, can be offered a lower post on the recommendation of the Selection Committee.
7. Incomplete applications will stand summarily rejected.
8. 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.
9. Only shortlisted candidates will be called for interview.
10. Reservation rules shall apply wherever applicable. Outstation SC/ST/PH 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 travel.
11. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
12. All results will be published on our website and all future communications will be only through email.
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 filling online application, 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 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
- e. On successful submission of your application, an auto-generated email containing a reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.
- f. 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.

- g. Please note that application without signature, or those received after due date or incomplete in any other respect will be summarily rejected.
- h. **Important dates:**
 - Last date for submission of online application : 8th August, 2014
 - Last date for receiving the signed hard copy of application at THSTI : 14th August, 2014