

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

RECRUITMENT FOR ADMINISTRATIVE POSITION

Recruitment Notice No. THS / RN /19/ 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. We will be moving to our permanent laboratories in Faridabad shortly. The interim laboratories of the centre are functioning from Gurgaon in Haryana.
- b) This advertisement is to fill up vacancies of THSTI under the project as mentioned below:

Project Code	Project Name	Project Details
01	Social Innovation Immersion Programme (SIIP)	The objective of SIIP funded by BIRAC is to create a platform for social innovation in health for the base of the pyramid in India by taking innovators into heart of community health. THSTI will recruit a multidisciplinary team of four fellows (SIIP fellows) and co-ordinate their social innovation immersion program through various health care setups in the area.

c) **QUALIFICATION AND EXPERIENCE:**

S.No	Name of the Post/ No of Positions/ Maximum Consolidated monthly Emoluments	Qualifications & Experience	Job Description
1.	Program Manager No of Position: 1 Rs. 40, 000/- p.m Age limit: 40 years	<ul style="list-style-type: none"> • MBA with one year experience, or BBA with minimum three years of experience from a reputed institute. • Functionality on computers, productivity tools and knowledge of Microsoft Office for the purpose of data entry, data management and application tracking. • Working knowledge of project management including software tools is required. • Willingness to work over some of the weekends during the course of the program required. <p>Preferred Skills:</p> <ul style="list-style-type: none"> • Specialization in Human Resource /Innovation/ Technology Management • Experience in professionally managing projects or programs, preferably in an academic or NGO setting • Excellent interpersonal, organizational, oral and written communication skills • Ability to work independently in a complex, start-up environment, with limited resources • Proven track record of working effectively with a variety of people, to fulfil the program requirement of communication with doctoral and post-doctoral candidates, industry professionals, senior academic staff members, government officials, ASHA workers, hospitals, corporate sponsors and clinical faculty • Event management experience, preferably in organizing workshops and seminars • Ability to conceive of and execute organized plans for long- and short-term objectives • Professional attitude in creating a supportive 	<ul style="list-style-type: none"> • Assisting in the recruitment of the SIIP Fellows including advertisement, application process and selection. • Arranging program logistics including travel for the fellows to visit the various immersion sites and for participating in training programs. • Maintenance of calendar of activities for the fellows and following the program schedule. • Maintenance of records for the spending expenditure for the program. • Provide comprehensive support and management, including event management, for all aspects of the SIIP. • Serve as the interface between the various stakeholders involved. • Identify, seek and manage solutions for problems on all HR, administrative and finance related matters. • Supervise any

		environment for the SIIP fellows and other stakeholders.	additional assistants as may be recruited in the future.
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d) **GENERAL TERMS & CONDITIONS:**

1. The appointment will be made on contract initially for a period of 12 months (extendable) with a probation period of 6 months which may be extended at the discretion of the competent Authority.
2. The appointment is purely contractual in nature and the one appointed to the post will not have any claim for regularization or their employment.
3. All educational, professional and technical qualification should be from a recognized Board/University.
4. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
5. Persons working in Govt. or Public Sector undertaking should apply through proper channel or produce 'No Objection Certificate' at the time of Interview.
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 / lower emoluments on the recommendation of the Selection Committee.
7. Number of positions filled will be as per the need and availability of the suitable candidates.
8. 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 the same.
9. Reservation / Relaxation rules will apply as per Govt. of India provisions.
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. Positions will be initially based in the THSTI's interim facility at Gurgaon and will be shifted to its permanent campus in Faridabad shortly.
13. All results will be published on our website and all communications will be only through email.
14. Canvassing in any form will be a disqualification.

15. Interested candidates are requested to submit the signed hard copy of prescribed application format along with CV, self-attested copies of certificates/ documents pertaining to educational qualification and experience to reach us on or before **19th September, 2014** 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

16. List of shortlisted candidates will be published on **23rd September, 2014**.
17. Written / Interview of shortlisted candidates is scheduled to be held on **7th October, 2014**.

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE
496, Udyog Vihar Phase III, Gurgaon-122016

Application Format

PLEASE FILL IN THE PROVIDED SPACE. ATTACH EXTRA SHEETS FOR MORE INFORMATION

POST APPLIED FOR:

Affix your Recent
Passport Size
Photograph

FULL NAME

FATHER'S NAME

MOTHER'S NAME

DATE OF BIRTH / /

GENDER ☐ MALE ☐ FEMALE

CATEGORY ☐ SC ☐ ST ☐ OBC ☐ PH ☐ GEN

ADDRESS:
CORRESPONDENCE

PERMANENT

EMAIL ID

FAX

TELEPHONE NO.

MOBILE NO.

ACADEMIC QUALIFICATIONS

NAME OF EXAMINATION PASSED	YEAR OF PASSING	DEGREE & SUBJECTS	BOARD / UNIVERSITY	% / DIVISION
SECONDARY				
SENIOR SECONDARY				
GRADUATION				
POST GRADUATION				
OTHERS				

PROFESSIONAL QUALIFICATIONS / RECOGNITION

NAME OF EXAMINATION PASSED	YEAR OF PASSING	DEGREE & SUBJECTS	BOARD / UNIVERSITY	% / DIVISION

PAST EXPERIENCE

DESIGNATION	PERIOD OF EMPLOYMENT	ORGANIZATION	SALARY

PRESENT EMPLOYMENT

DESIGNATION	PERIOD OF EMPLOYMENT	ORGANIZATION	SALARY

DECLARATION:

I declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Place:

Date:

Signature of the candidate