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

Recruitment Notice No: THS / RN / 24 / 2014

Recruitment for Technical 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. 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 Bio-design (CBD), Drug Discovery Research Centre (DDRC), Centre for 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 / Number of position / Emoluments / Age limit	Qualification and experience
01.	**Senior Technical Officer (Network & System)** One position PB-3 (15600-39100) + GP Rs.5400/- 35 years	BE / BTech (CS/IT) / MCA with 7 years relevant work experience in the field of Networking and Hardware Preference will be given to the candidates with following course/certification: • Cisco Certified Network Associate (CCNA) • DOEACC Computer Hardware Courses in Maintenance and Networking • Certification course in Computer Hardware and Networking from NIIT Ltd., Jetking or other reputed institute. Experience: • Designing / implementing / configuring / up gradation and troubleshooting of large LAN / WAN network. • Installation / configuration / troubleshooting L2 and L3 devices

		like router, switch (Cisco, Extreme or Juniper etc.) and network, wireless security devices (Firewall, UTM, Wireless controller etc.) routing, switching and security protocol, MPLS, VLAN, Frame Relay, remote networks, VoIP, ISDN, PRI & BRI, Load balancing, VPN, ACL, NAT, IP Phone, Lease line, Wi-Max, Subnetting etc. • Network topology, policies, procedure planning documentation and reporting of the work. • Administrating and maintenance of active directory, DC, MS Exchange, DNS, DHCP, WSUS, Antivirus, Virtualization, Cloud Computing, storage servers (NAS/SAN), ERP, LDAP, Message server, share point, NFS, web server etc.
02.	**Management Assistant (Finance & Accounts)** One position PB-2 (9300-34800) + GP Rs. 4200/- 30 years	**Essential:** B.Com or equivalent **Desirable:** Post Graduate degree / diploma in Financial Management or CA/ICWA or equivalent. **Experience:** (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
03.	**Interns / Junior Analyst** One Position Upto Rs.50,000/- (Consolidated) 40 years	Health Economist: Post Graduate in Economics with 2 years working exp. in Health economics. Ph.D. will be an added advantage. Experience in program / policy research essential. Written and communication skills in English essential.
04.	**Executive Assistant** One position Upto Rs. 30,000/- (consolidated) 30 years	Graduate with two years experience in clerical capacity in Establishment matters / Administration / HR in a Govt. organisation or an organisation of repute**.**
05.	**Clerical Assistant** Two positions Upto Rs. 21,989/- (Consolidated) 30 years	Graduate with one year experience in HR / Purchase and proficient in basic computer operations (MS-Office).
06.	**Accounts Assistant** One position Upto Rs. 21,989/- (consolidated) 30 years	B.Com or equivalent with one year experience in accounts with knowledge of Tally and proficient in basic computer operations (MS-Office).
07.	**Front Office Executive** One position Upto Rs.21,989/- (Consolidated) 30 years	**Essentia**l: Graduate with good English communication skills and proficient in basic computer operations (MS-Office). **Desirable**: Graduation with English and/or one year experience in the relevant field.
08.	**Driver** One position Upto Rs. 18,320/- (Consolidated) 30 years	Matriculation or equivalent with a valid driving license (commercial vehicle) and 3 years experience of driving a motor car.

d) **GENERAL TERMS & CONDITIONS:**

1. For positions under serial no. 1, & 2 the appointment will be made on contract for a period upto 9th July 2018 and for 3 & 4 upto 4th November 2017 with a probation period of two years and for positions under serial no. 5 , 6, 7 & 8 the appointment will be made on contract for a period of one year with a probation period of six months.

2. For positions under serial no. 1 & 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. All the positions will be based in the THSTI's permanent campus in Faridabad.

4. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview.

5. All educational, professional and technical qualification should be from a recognized Board/University.

6. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.

7. The age limit, qualification, experience and other requirements for the posts is relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.

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 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.

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

13. Canvassing in any form will be a disqualification.

14. All results will be published on our website and all future communications will be only through email.

15. 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   :   11th Dec., 2014

Last date for receiving the signed hard copy of application at THSTI   :   17th Dec., 2014