

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)  
NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurgaon Expressway, P.O. Box No. 04, Faridabad - 121001

## **Recruitment Notice No: THS / RN /13 /2015**

### **Recruitment for Professional Expert (Scientific Communication & PR)**

- 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 located at Faridabad. THSTI is designed as 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.
- 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), Paediatric Biology Centre (PBC), Centre for Bio-design & Diagnostics (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 Bio-design Alliance (NBA) are THSTI's extramural centres.
- c) THSTI proposes to fill up the vacancy of Professional Expert (Scientific Communication & PR). Applications are invited from suitable candidates fulfilling the following criteria:

S.No.	Name of Posts/ No. of Post/Maximum Emoluments/ Age Limit	Qualification & Experience	Job Description
1.	<b>Professional Expert (Scientific Communication &amp; PR)</b> One Upto Rs. 55,000/- (Consolidated) 50 years	<ul style="list-style-type: none"> <li>• PG preferably in life science</li> <li>• Degree/ PG Diploma in PR/ Mass Communication/ Advertising/ Journalism / Scientific Communication / Management</li> <li>• IT skills in MS- Office/ Website development and maintenance</li> <li>• Excellent Written and verbal communication skills in English.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Preferably 10 years of Experience in academic science communications</li> </ul>	<ul style="list-style-type: none"> <li>• Handling all aspects of internal and external communication</li> <li>• Closely coordinate with all the niche centres with respect to communications</li> <li>• Strong in preparing documents such as Annual report, Advertisements, press release etc.</li> <li>• Expertise in preparing PP presentations</li> <li>• Develop future online and offline communications</li> </ul>

		<p>including activities and achievements of the institution, management of adverse press reporting and media relations.</p> <ul style="list-style-type: none"> <li>• Candidates with experience on news and feature writing are encouraged.</li> </ul>	<p>strategy towards setting up of an ERP</p> <ul style="list-style-type: none"> <li>• Ensure that all web based content is in line with the institute's branding strategy</li> <li>• Update and maintain website on a regular basis</li> <li>• Identify and maintain contract with PR/ Advertisement agencies/ Press</li> <li>• Event management and organising meetings</li> </ul>
--	--	--	---

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on contract for a period of one year with an initial probation period of six 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 claim for regularization of 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 specified for the post.
5. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview.
6. 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.
7. Number of positions filled will be as per the need and availability of the suitable candidates.
8. 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.
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. Only shortlisted candidates will be called for interview.
13. All results will be published on our website and all future communications will be only through email.
14. Canvassing in any form will be a disqualification.
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](mailto: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 by **speed post / registered post** so as to reach us on or before the last date at the address given below.

**Head - Administration**

**Translational Health Science and Technology Institute**

**NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurgaon Expressway,**

**P.O. Box No. 04, Faridabad - 121001**

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 : 22.05.2015

Last date for receiving the signed hard copy of application at THSTI : 29.05.2015