

**CLINICAL DEVELOPMENT SERVICES AGENCY**  
**An extra mural unit of Translational Health Science & Technology Institute**  
**(an autonomous institute under the Department of Biotechnology (DBT),**  
**Ministry of Science & Technology, Govt. of India)**  
**NCR Biotech Science Cluster at Gurgaon-Faridabad Expressway, Faridabad.**

Clinical Development Services Agency (CDSA) mission is to create, develop, nurture world class clinical product development capacity in India.

CDSA invites applications from high performing professionals with a desire to serve public health needs of the country for the below mentioned administrative position.

<b>Recruitment No:</b>	<b>CDS/RN/02/2014</b>
<b>Name of the post / Emoluments and Age</b>	<b>ADMINISTRATIVE MANAGER</b> (up to Rs. 75,000/- per month consolidated) <b>Age Limit: 50 years (As per RRs)</b>
<b>Qualifications and Skills</b>	Graduate with post graduate diploma or MBA in Personnel Management /HRM from a recognized Institute / University or passed UPSC Examination of Section Officers.
<b>Skills/Desirables</b>	<ul style="list-style-type: none"> <li>• Administrative/Establishment/Personnel/Academic and Training matters</li> <li>• Experience in Human Resources and Office Management</li> <li>• Good Communication &amp; Drafting skills and ability to interpret &amp; implement relevant rules/regulations</li> <li>• Ability to coordinate and convene Governing Body/Finance Committee and other Statutory Committees/bodies, including preparation of Agenda/Minutes, maintaining confidential records, follow up and liaise with different Dept.</li> <li>• Knowledge of purchase procedures and stores management</li> <li>• Well versed with the maintenance &amp; development works</li> </ul> <p>Expertise in computation work including MS-Office, internet etc.</p>
<b>Experience</b>	Minimum 10 years' with atleast 5 years' of supervisory/managerial experience in Administration and HR in Govt. / Govt. funded Organization. Work experience after completion of Graduate Degree and shall be considered and Retired commission officers of Defense forces are also encouraged to apply.
<b>Job profile</b>	<ul style="list-style-type: none"> <li>• To ensure compliance of Personal Policies and Procedure Manual/Statutory/legal</li> <li>• To ensure proper implementation of employee benefit program and assessing benefit needs &amp; trends; recommending benefit programs to management; directing the processing of benefit claims and appropriate communication to the employees.</li> <li>• To ensure legal compliance by monitoring and implementing applicable regulations as per Gol requirements and internal policies; maintaining relevant records; representing the organization in the respective hearings.</li> <li>• To ensure a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; recommending, planning, and implementing pay structure revisions.</li> <li>• To ensure management guidelines by preparing, updating, and recommending human resource</li> </ul>

	<p>policies and procedures.</p> <ul style="list-style-type: none"> <li>• To ensure implementation of efficient record management.</li> <li>• To ensure all HR activities such as recruitment, training and development, orientation to new employees, Compensation and Benefits, Employment Relations, corporate communication etc.</li> <li>• To ensure Purchase, Stores and Tender functions</li> <li>• Assuring high quality services to partners, clients , Vendors and other stakeholders</li> <li>• To ensure the work structure by updating job requirements and job descriptions for all positions.</li> <li>• To ensure general maintenance of installations, equipments &amp; development works of the Institute.</li> <li>• Support, smooth functioning of CDSA</li> </ul>
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**GENERAL TERMS & CONDITIONS:**

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce “No Objection Certificate” at the time of Interview.
4. 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 the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. Number of positions filled will be as per the Institute’s need and availability of the suitable candidates.
6. 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. Only shortlisted candidates will be contacted for further discussion.
7. The **Administrative Manager** position is contractual and will be guided by the provisions of contract career path <http://www.cdsaindia.in> developed by CDSA for its employees. Please review the contract career path before applying for any of the position.
8. Incomplete applications will stand summarily rejected without assigning any reasons.
9. All results will be published on our website and all future communications will be only through email.
10. This position will be placed in CDSA Faridabad office located at NCR Biotech Science Cluster at Faridabad Gurgaon-Expressway, Faridabad.
11. **Please ignore the Demand Draft (DD) part while filling the online form.**
12. Canvassing in any form will be a disqualification.
13. 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.
- b. Candidates are requested to use Google Chrome internet browser for best results in submission of online application.  
  
In case of difficulty in filling up the online form, please contact [admin@thsti.res.in](mailto:admin@thsti.res.in)
- d. 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.

Please do the following after submission of online application:

Take a print out of the application.

Please sign the application at the appropriate place and send the signed application with 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.

**HR Department**

**Clinical Development Services Agency (CDSA)**

**(An extra mural unit of Translational Health Science and Technology Institute)**

**NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway,**

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

Please superscribe the post applied for on the envelope.

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

**Important dates:**

Last date for submission of online application:**30.05.2015**

Last date for receiving the signed hard copy of application at CDSA: **30.05.2015**

**Candidates who have applied for this position in response to the earlier advertisement need not apply again. Applications will be accepted up to May 30, 2015.**