Recruitment Notice No: THS / RN /21/ 2015

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 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) This recruitment is to fill up the vacancies of THSTI and its centres Policy Centre for Biomedical Research & Centre for Human Microbial Ecology (CHME).

d) Applications are invited from suitable candidates for the following positions to be filled by direct recruitment:

S. No.	Position / Number of position / Max. Monthly Emoluments / Age limit	Qualification and Experience	Job Description	Centre
01.	**Executive Assistant** One Position Upto Rs. 30,000/- (Consolidated) 30 years	Graduate in Life Sciences / Management and related areas in Biomedical field. Post graduate degree / diploma in these areas will be preferred. 5 years of working experience in Biomedical health care related area	• To converse fluently in English with office of important government and international officials, schedule meetings, make arrangements for the international and national round table including hotel and travel reservations etc.	PCBR

| | | | with ability to draft letters independently, convene meetings, draft agenda and prepare dockets for the meetings. Good knowledge of scientific terminologies is important. Knowledge of Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Reference manager / Endnote is essential. | • To access and compile huge data sets such as census data, large surveillance systems, population data sets, IDSP etc.

• To download RFAs from major funding agencies and work closely with scientists to collate inputs into proposals. | |
| 02. | **Senior Technical Officer (Network & System Administration)*** One position PB-3 (15600-39100) + GP Rs.5400/- 35 years | | <u>BE / B. Tech/ MCA</u> with a minimum 7 years relevant work experience in the field of Networking and Hardware. Preference will be given to the candidates with advance degree in one or more following course / certification:
• Cisco Certified Network Associate (CCNA), Cisco Certified Network Engineer (CCNE), Cisco Certified Network Professional (CCNP)
• DOEACC Computer Hardware Course in Maintenance and Networking
• Certification course in Computer Hardware and Networking from NIIT Ltd., Jetking or other reputed institute.
• Microsoft Certified System Engineer (MCSE) | • 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 | CHME |

			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.	
03.	**Accounts Officer** One Position Upto Rs. 57,846/- (Consolidated) No age limit	(i) CA /MBA (Finance)/ ICWA/ Two year Post Graduate Degree/ Diploma in Financial Management or equivalent with minimum 5 years of post-qualification experience in Accounts in Govt sector. (ii) Graduate with 5 years post qualification experience in public sector / autonomous body and has held/was holding a post in PB – 2 (9300-34800) in GP of Rs. 4600/- or equivalent. **OR** (iii) Post Graduate or Graduate with 15 years of post qualification experience in Accounts in Private sector.	• To implement Institutional requirements of the gamut of accounting matters viz accounting, planning, budgeting, payment, auditing & financial procedures. • Preparing of Balance Sheets, providing support / inputs to Finance Committee.	THSTI

04.	**Consultant - I(Civil Engineering)** One Position Upto Rs. 36,500/- No age limit	Graduate Degree / Diploma in civil engineering with relevant work experience of 3-4 years in civil construction, & installation & should be proficient in computers. Experience of hands on estimating, costing, measurements, bills preparation, supervision & quality check, also co – ordiantion with contractors and other agencies as & when required. **Ex-seviceman fulfilling the above qualification and having worked in MES or equivalent sections are encouraged to apply.**	• Maintainence of Civil structures / project management / maintainence through contracts as per govt. of India approved procedures. • Preparation of plan/ design, tender documents for inviting offers of works. • Monitor execution of works and certify payments as per established procedures. • Other related civil maintainence work.	THSTI

- **The candidates who had applied earlier for the post of Senior Technical Officer (Network & System Administration) in response to the advertisement no. THS/RN/11/2015 and Finance & Accounts Officer in response to advertisement no. THS/RN/ 12/2015, NEED NOT apply again.**

d) **GENERAL TERMS & CONDITIONS:**

1. For position under serial no. 1 the appointment will be made on contract for a period upto 4th November 2017 with a probation period of one year that may be extended at the discretion of the competent authority.

2. For position under serial no. 2 the appointment will be made on contract for a period upto 9th July 2018 with a probation period of two years that may be extended at the discretion of the competent authority.

3. For positions under serial no. 3 & 4 the 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.

4. For positions under serial no. 1, 3 & 4 appointment is purely contractual in nature and the one appointed to the post will not have claim for regularization of their employment.

5. For position under serial no. 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.

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

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

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

9. 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.

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

11. Reservation rules shall apply wherever applicable. Outstation SC/ST/PwD 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. Incomplete applications will stand summarily rejected.

13. 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.

14. Only shortlisted candidates will be called for interview.

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

16. Canvassing in any form will be a disqualification

17. 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/PwD 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 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, 3rd 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			: 31st July, 2015

Last date for receiving the signed hard copy of application at THSTI: 7th August, 2015