

(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 /24/ 2015**

**RECRUITMENT FOR 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 Services Agency (CDSA) and the National Bio-design Alliance (NBA) are THSTI's extramural centres.
- c) Applications are invited from suitable candidates for the following positions to be filled by direct recruitment:

<b>S. No.</b>	<b>Position / Number of position / Max. Monthly Emoluments / Age limit</b>	<b>Qualification and Experience</b>	<b>Job Description</b>
<b>01.</b>	<b>Clerical Assistant</b> Three positions Upto Rs. 21,989/- (Consolidated) 30 years	Graduate with one year experience in HR / Admin/Purchase and proficient in basic computer operations (MS-Office).	The incumbent will be required to provide assistance to the senior officers in HR / Admin /Purchase section, maintain files and records, carry out duties as assigned from time to time.

*The above position is also suitable for PwD candidates. Only those candidates with not less than 40% of relevant disability and fall in the following categories will be considered.*

- 1) Orthopaedically Impaired (OH) - OL,BL
- 2) Visually Impaired (VH) - LV

3) *Hearing Impaired (HH)*

*The candidate should possess a valid certificate issued by Medical Board duly constituted by Central or State Government in this regard.*

<b>02</b>	<b>Executive Assistant (Accounts)/ Accounts Assistant</b> One Position Upto Rs. 30,000/- (Consolidated) 30 years	B.Com or equivalent with two/one year experience in accounts preferably in autonomous body / PSU with knowledge of Tally and proficient in basic computer operations (MS Office).	The incumbent will be required to provide assistance to the senior officers in accounts section, maintain files and records, carry out duties as assigned from time to time.
<b>03</b>	<b>Driver</b> One Position Upto Rs. 18,784/- (Consolidated) 30 years	Std 8 <sup>th</sup> or equivalent with a valid driving license (commercial vehicle) and 3 years' of experience of driving a motor car.	The incumbent will be required to drive Staff car and must be able to locate faults and carry out minor running repairs, must be able to read english numerals and figures, must have good knowledge of traffic regulation.

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on contract for a period of one year with initial probation period of six months that may be extended at the discretion of the competent authority.
2. The above appointments are purely contractual in nature and those appointed to these posts will not have any claim for regularization of their employment.
3. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview.
4. All educational, professional and technical qualification should be from a recognized Board/University.
5. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.
6. 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.
7. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.

8. 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.
9. Incomplete applications will stand summarily rejected.
10. 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 and experience.
11. Only shortlisted candidates will be called for interview.
12. All results will be published on our website and all future communications will be only through email.
13. Canvassing in any form will be a disqualification
14. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy of application 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](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. The following be done 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 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 super-scribe the post applied for on the envelope.

g. Please note that the 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 : **10<sup>th</sup> October, 2015**

Last date for receiving the signed hard copy of application at THSTI: **17<sup>th</sup> October, 2015**