

(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 /06/ 2016**

**Recruitment for Administrative and Technical Positions**

- a) Translational Health Science and Technology Institute (THSTI) is an autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Govt. of India. The institute is an integral part of the interdisciplinary NCR Biotech Science Cluster located at Faridabad, and is designed as a dynamic, interactive organization with the 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 core Administrative/Technical vacancies of THSTI. Applications are invited from suitable candidates for the following positions to be filled by direct recruitment:

<b>S. No.</b>	<b>Name of the Post/ No. of post(s)/ Pay Scale)/ Age limit</b>	<b>Qualification and Experience</b>	<b>Job Description</b>
<b>01</b>	<b>Section Officer</b>  <b>One (UR)</b>  PB – 2 (9300-34800) + GP Rs. 4600/-  30 Years	Graduate with PG Diploma or MBA in Personnel Management/ Material Management/ Financial Management/ SAS or intermediate in CA/ICWA or equivalent from a recognised university with minimum three years' experience in PB - 2 (9300-34800) with GP Rs.4200/- in Administration/ Establishment/ Procurement/ Finance/ Accounts preferably in an autonomous body/ PSUs/University.	<ul style="list-style-type: none"> <li>• To supervise and deal with matters related to Administration/ Establishment/ Procurement/ Finance/ Accounts</li> <li>• Handling confidential documents, preparation of brief of cases.</li> <li>• Management and co-ordination of work;</li> <li>• To perform such other duties as may be assigned to him from time to time.</li> </ul>

		<b>Desirable</b> : Knowledge of Govt. rules and regulations and working in computerized environment	
<b>02</b>	<b>Technical Officer – II (Civil)</b>  <b>One (UR)</b>  PB – 2 (9300-34800) + GP Rs. 4600/-  30 Years	ME/ M.Tech or equivalent in Civil Engineering from a recognized university with three years relevant experience. <b>OR</b> BE/ B.Tech or equivalent in Civil Engineering from a recognized university with five years relevant experience. <b>OR</b> Three year diploma in Civil Engineering from a recognised State Board with eight years relevant experience.	<ul style="list-style-type: none"> <li>• Maintenance of Civil structures/ project management/ maintenance through contracts as per govt. of India approved procedures.</li> <li>• Preparation of plan/ design, tender documents for inviting offers of works.</li> <li>• Monitor execution of works and certify payments as per established procedures</li> <li>• Other related civil maintenance work.</li> </ul>
<b>03</b>	<b>Technical Officer – I (Equipment Maintenance)</b>  <b>One (OBC)</b>  PB – 2 (9300-34800) + GP Rs. 4200/-  30 Years	ME/M.Tech or equivalent in instrumentation/electronics engineering from a recognized university with two years relevant experience. <b>OR</b> BE/ B.Tech or equivalent in instrumentation/electronics engineering from a recognised university with four years relevant experience. <b>OR</b> Three year diploma in instrumentation/electronics engineering from a recognised State Board with seven years relevant experience.	Assisting the scientists and other support staff for the maintenance of scientific instruments/equipment.
<b>04</b>	<b>Technical Officer – I (Clinical Data Management)</b>  <b>One (UR)</b>  PB – 2 (9300-34800) + GP Rs. 4200/- 30 Years	Master's degree in Information Technology/ Computer Science/ Computer Application from a recognized university with two years relevant experience of data management for clinical studies. <b>OR</b> Bachelor's degree in Information Technology/ Computer Science/	<ul style="list-style-type: none"> <li>• Programming of database, data management including data backup, data audit, data recovery and data analysis.</li> <li>• Developing software specification, create and document conceptual and detailed design and produce required results independently.</li> </ul>

		<p>Computer Application from a recognised university with five years relevant experience of data management for clinical studies.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous use and familiarity with Visual Basic, MS-Access and SQL.</li> <li>• Previous experience in coordinating data management of large observational cohort and clinical trials (preferably large multi centre trials).</li> <li>• Previous experience on use of the following statistical analysis software, STATA, SAS and SPSS.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating user &amp; other support functions.</li> <li>• Supervising data entry and maintaining quality assurance of the data management system.</li> </ul>
<b>05</b>	<p><b>Management Assistant</b></p> <p><b>One (UR)</b></p> <p>PB – 2 (9300-34800) + GP Rs. 4200/-</p> <p>30 Years</p>	<p>Graduate with minimum three year experience in the grade of PB -1 with GP of Rs. 2400/-or Rs.2800/- or above.</p> <p>Persons having PG diploma in Personnel Management/ Material Management/ Financial Management/SAS or intermediate in CA/ICWA will be preferred.</p>	<p>Handling the Administration/ Establishment/ Procurement/ Finance &amp; Accounts matters, implementation of Govt. orders from time to time.</p>
<b>06</b>	<p><b>Lab Technician</b></p> <p><b>One (UR)</b></p> <p>PB – 1 (5200-20200) + GP Rs. 2400/-</p> <p>30 Years</p>	<p>Senior Secondary with Science plus two years full time Diploma in Medical Lab Technology course and three years experience in R &amp; D laboratory</p> <p><b>OR</b></p> <p>B.Sc. in Life Science from a recognised University with one year experience in R &amp; D laboratory</p>	<p>Work related to Laboratories of THSTI, which include cleaning of laboratory benches, equipment surfaces and office space, collecting, storing and autoclaving of double-distilled water, de-ionized water, plastic ware and glassware cleaning and sterilization of the same, autoclaving bacterial growth media and reagents, preparing autoclaved pipette tip boxes, eppendorf tubes for common use.</p>

d) **GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on contract for a period five years with an initial probation period of two years that may be extended at the discretion of the competent authority. Subject to

satisfactory performance, the employees appointed may be considered for regularisation after completion of initial period of contract.

2. The pay & allowances are admissible as per the 6th Pay Commission scales 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 educational, professional and technical qualification should be from a recognized Board/University.
4. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of written test/skill test.
5. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.
6. Age and other relaxations for direct recruits and departmental candidates: 1. By 5 years for candidates belonging to SC/ST communities. 2. By 3 years for candidates belonging to OBC communities. 3. For Persons with Disabilities (PwD) falling under the following categories : (i) UR - 10 years , ii) OBC - 13 years (iii) SC/ST - 15 years 4. For Ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service. 5. Relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 01/01/1980 to 31 /12/1989 subject to production of relevant certificate from concerned authority. 6. Age is relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government, from time to time 7. There is no upper age limit for the Institute employees who are treated as departmental candidates.
7. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.
8. The age limit, qualification, experience and other requirements may be relaxed at the discretion of the competent authority, in case of candidates who are otherwise suitable. In case candidates are not found suitable for the posts notified, they may be offered lower post / lower emoluments on the recommendation of the Selection Committee.
9. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
10. Number of vacancies may vary based on the requirement at the time of written test/skill test.
11. Outstation SC/ST/PwD candidates called for the Written test/Skill test will be paid to & from second class railway fare, as per Govt. of India rules on production of the proof of travel.
12. 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.
13. Only shortlisted candidates will be called for written test/skill test.

14. All results will be published on our website and all future communications will be only through email.
15. Canvassing in any form will be a disqualification
16. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy of application with all enclosures 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 [personnel@thsti.res.in](mailto:personnel@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 : 02.04.2016

Last date for receiving the signed hard copy of application at THSTI: 09.04.2016