

(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 /10/ 2016**

**Recruitment for Administrative 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 Administrative 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</b>	<b>Consolidated Monthly Emoluments</b>	<b>Number of post(s) and Age limit</b>	<b>Qualification and Experience</b>
<b>01</b>	<b>Clerical Assistant</b>	Rs. 21,989/-	03 30 years	Graduate from a recognized university/ Institution and proficient in basic computer operations (MS-Office).
<b>02</b>	<b>Accounts Assistant</b>	Rs. 21,989/-	01 30 years	B.Com or equivalent with knowledge of Tally and proficient in basic computer operations (MS Office).

- The candidates qualifying the above eligibility criteria will be called for written test/ skill test on **02<sup>nd</sup> April 2016 (Saturday)** at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurgaon Expressway, Faridabad – 121001.

## **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. All educational, professional and technical qualification should be from a recognized Board/ University.
4. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
5. Number of vacancies may vary based on the requirement at the time of Written test/ Skill test.
6. Reservation rules shall apply wherever applicable. Outstation SC/ST/PwD candidates called for the Written test/ Skill test will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of travel.
7. 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.
8. Only shortlisted candidates will be called for written test /skill test.
9. All results will be published on our website and all future communications will be only through email.
10. Canvassing in any form will be a disqualification.
11. Interested candidates are requested to submit the online 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.
- 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. Important dates:

Last date for submission of online application : **15.03.2016**

Date of Written exam/ Skill test : **02.04.2016**