

Recruitment Notice No: THS / RN /04 /2017

RECRUITMENT FOR TECHNICAL POSITION

- 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 Services Agency (CDSA) and National Bio-design Alliance (NBA) are THSTI's extramural centres.
- c) This recruitment is to fill up the vacancy in the project entitled “*Unravelling the architecture of biological networks to identify points of sensitivity under perturbation*” under Drug Discovery Research Centre of THSTI.
- d) Drug Discovery Research Centre which has been set up as a mission centre of the THSTI to enable the process of drug discovery research in India. It is multi-disciplinary centre where research activities will span the broad areas of Biology, Chemistry and Systems Biology.
- e) Following is the vacancy under the above mentioned project:

QUALIFICATION AND EXPERIENCE:

S. No.	Name of the Position / No. of Positions / Maximum monthly consolidated emoluments/ Age Limit	Qualifications & Experience	Job Description
1.	Project Assistant One position Upto Rs. 11,600/- 30 years	Standard 12. Desirable: Basic knowledge of computer application, specially MS Office.	<ul style="list-style-type: none"> • He/ she will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work. • Provide admin support to conferences, workshops and project related field visits. • Arrange for travel and hotel reservations, prepare travel authorizations. • Ordering and checking resources and purchases for the team. • Act as custodian for management of office stationery supplies, including maintenance of office assets and stationery, distribution of stationery as required by staff and keeping a log of distribution.

f) Interested candidates fulfilling the criteria as mentioned in paragraph (e), may walk-in for interview as per the schedule mentioned below:

S. No.	Name of the post	Date and Registration time for walk-in-written test/ skill test	Venue
1.	Project Assistant	17th February 2017 (Friday) (10.30 am - 11.30 am)	THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurgaon Expressway, Faridabad - 121001

NOTE: The candidates must bring their latest resume, one set of photocopy of documents in support of their educational qualification and experience along with originals and a valid ID card for verification. Candidates coming after the time slot mentioned will not be entertained.

GENERAL TERMS & CONDITIONS:

1. These are short term positions and extension will be granted subject to satisfactory performance of the incumbents. Those appointed to these positions will not have any claim for regularization of their employment.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
4. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview/ written test/ skill test.
5. 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 can be offered lower post / lower emoluments on the recommendation of the Selection Committee.
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. Number of positions may vary depending upon the requirement at the time of interview/skill test/ written test.
8. Outstation SC/ST/ PwD candidates called for the interview/skill test/ skill test will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of the same.
9. Positions will be initially based either in the THSTI's laboratories at Faridabad or at the clinical sites in Gurgaon/ New Delhi.
10. All results will be published on our website and all communications will be only through email.
11. Canvassing in any form will be a disqualification.