

**Recruitment Notice No: THS / RN /06 /2017**

**RECRUITMENT FOR ADMINISTRATIVE 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 administrative vacancy of THSTI under its center DDRC.
- 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) Applications are invited from suitable candidates for the following position 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>Qualifications &amp; Experience</b>	<b>Job Description</b>
<b>1.</b>	<b>Executive Secretary</b>  <b>One (UR)</b>  PB - 2 (9300-34800) + GP Rs.4,200/- <i>(as per 6<sup>th</sup> CPC)</i>  40 years	Graduate with minimum three years' relevant/ administrative experience in government organization/ organization of repute.  <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Proficiency in shorthand @ 120 words per minute</li> <li>• Proficiency in typing @ 50 words per minute</li> <li>• Should be able to handle word processor and conversant with secretarial practice or passed stenographer's examination conducted by Staff Selection Commission.</li> </ul>	<ul style="list-style-type: none"> <li>• Stenographic / secretarial work of senior officers.</li> <li>• Maintenance of records, files, appointments, liaison work, liaison with administration section.</li> <li>• Maintenance of performance records of staff and handling confidential documents.</li> <li>• Preparation of brief of cases put up to senior officers.</li> </ul>

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on contract for a period upto 9<sup>th</sup> July 2018 with an initial probation period of one year that may be extended at the discretion of the competent Authority. The person appointed to this position will not have any claim for regularization of their employment.
2. The pay & allowances are admissible as per 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. THSTI will implement CCS (Revised Pay) Rules, 2016 when the same is extended to the autonomous bodies.
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/ interview .
5. The experience requirement specified shall be experience acquired after obtaining the minimum education 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/ interview.
11. Outstation SC/ ST/ PwD candidates called for the written test/ skill test/ interview will be paid to & fro 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/ interview.
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.

**17. Candidates who have already applied, need not to apply again.**

**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 : **10.05.2017**

Last date for receiving the signed hard copy of application at THSTI : **17.05.2017**