

(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 /2017**

### **RECRUITMENT FOR ADMINISTRATIVE & 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) This recruitment is to fill up the vacancy in the project entitled “**Establishment of NCR Biotech Science Cluster (NCR - BSC)**”. NCR – BSC consists of the following Institutions:
- 1) Regional Centre for Biotechnology (RCB)
  - 2) Translational Health Science and Technology Institute (THSTI)
  - 3) National Institute of Immunology (NII)
  - 4) National Institute of Plant Genome Research (NIPGR)
  - 5) National Brain Research Centre (NBRC)
- c) The main objectives of the project are:
- i. To develop significant operational connectivity between the partner institutions for synergizing high value resources and infrastructure facilities among the institutions facilitated through the office of connectivity.
  - ii. To foster pooling of resources for the infrastructure development and maintenance of facilities, such as BSL 3 facility, mechanical workshop for bio-design and nano-engineering and access to mouse phenomics resources thereby optimizing the research, development and academic capabilities.
  - iii. To maintain international connectivity in biotechnology and provide strategic support to national and regional research organizations in creation and integration of scientific, technical and business related frameworks with the objectives of accelerating and translating discoveries.
  - iv. To exploit biotech sciences towards accelerated technology and product development in a strategy wherein facilities for multidisciplinary sciences, engineering, medicine and agriculture including advanced technology platforms are co-located with biotech entrepreneurship.
  - v. To nurture and promote innovation for building successful solutions and enterprises for maximization of synergy and efficiency.
- d) Following are the vacancies under the above mentioned project:

S. No.	Name of the Position / No. of Positions / Maximum monthly consolidated emoluments/ Age Limit	Qualifications & Experience	Job Responsibility
1.	<p><b>Senior Manager (Administration &amp; Finance)</b></p> <p><b>One position</b></p> <p>Upto Rs. 1,00,000/-</p> <p>40 years</p>	<p>MBA or equivalent from a recognized University/ Institution in Personnel Management/ Human Resource Management/ Financial Management with minimum 8 years of relevant experience.</p> <p><b>Desirable:</b> Experience in Administration/ Establishment/ Procurement/ Finance/ Accounts preferably in an autonomous body/ PSUs/ University</p>	<ul style="list-style-type: none"> <li>• To supervise and deal with matters related to Administration/ Establishment/ Procurement/ Finance/ Accounts/ Stores/ Engineering/ Estates.</li> <li>• Handling confidential documents, preparation of brief cases.</li> <li>• Management and co-ordination of work.</li> <li>• The incumbents will also act as Secretary of the Finance Committee &amp; will be entrusted by the Governing Body / Director from time to time to carry out such other responsibilities as delegated.</li> </ul>
2.	<p><b>Deputy Manager (Finance)</b></p> <p><b>One position</b></p> <p>Upto Rs.60,000/-</p> <p>40 years</p>	<p>CA/ ICWA from a recognized and reputed institute with minimum 5 years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>M. Com or equivalent from a recognized University/ Institution with minimum 7 years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>B. Com or equivalent from a recognized University/ Institution with minimum 10 years of relevant experience.</p> <p><b>Desirable:</b> Experience in Finance/ Accounts preferably in an autonomous body/ PSUs/ University</p>	<ul style="list-style-type: none"> <li>• Handling of Accounts work, preparation of Balance Sheet, construction of accounts/ checking of contractors bills, annual budget.</li> <li>• Dealing with Finance Committee/ Governing Body decisions on financial matters</li> <li>• Daily accounting activities required to maintain the general ledger.</li> <li>• Manage the accounting work (cash reconciliations, check runs, accounts receivable transactions, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.).</li> <li>• Manage the working capital requirements, employee entitlements provisions, valuation implications, risks and opportunities and taxation implications.</li> </ul>

			<ul style="list-style-type: none"> <li>• Maintain organized set of detailed records and files to document financial transactions.</li> </ul>
<b>3.</b>	<p><b>Service Co-ordinator (Civil)</b></p> <p><b>One position</b></p> <p>Upto Rs.50,000/-</p> <p>30 years</p>	<p>ME/ M. Tech or equivalent in Civil Engineering from a recognized University/ Institution with three years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>BE/ B. Tech or equivalent in Civil Engineering from a recognized University/ Institution with five years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three year diploma in Civil Engineering from a recognised State Board with eight years of relevant experience.</p>	<ul style="list-style-type: none"> <li>• Execute construction activities as per drawing and ensure compliance related to timeline in contract, quality norms, safety guidelines etc.</li> <li>• Ensure resource utilization during execution to optimize cost.</li> <li>• Supervision/ maintenance of Civil structures/ project management/ maintenance through contracts as per govt. of India approved procedures.</li> <li>• Help team to prepare detailed project report by providing actual progress data, information for delay (if any) and other utilization &amp; consumption information.</li> <li>• Preparation of plan/ design, tender documents for inviting offers of works.</li> <li>• Monitor execution of work and certify payments as per established procedures.</li> <li>• Other related civil construction/ maintenance work.</li> </ul>
<b>4.</b>	<p><b>Management Assistant</b></p> <p><b>Two positions</b></p> <p>Upto Rs.25,000/-</p> <p>30 years</p>	<p>Graduate from a recognized University/ Institution.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Minimum one year of relevant experience in preferably in an autonomous body/ PSUs/ University/ organization of repute.</li> <li>• PG Diploma in Personnel Management/ Material Management/ Financial Management/ SAS or intermediate in CA/ ICWA.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling the Administration/ Establishment/ Procurement/ Finance &amp; Accounts matters, implementation of Govt. orders from time to time.</li> <li>• Records and data management, preparation of reports and execute official correspondence.</li> <li>• Work with HR and Administration to provide administrative support to the Department.</li> </ul>

## **GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on contract initially for a period of one year with an initial probation period of six months that may be extended at the discretion of the competent Authority.
2. All educational, professional and technical qualification should be from a recognized Board/University.
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. 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.
5. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.
6. 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.
7. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
8. Number of vacancies may vary based on the requirement at the time of interview.
9. 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.
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 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	: <b>07.05.2017</b>
	Last date for receiving the signed hard copy of application at THSTI	: <b>14.05.2017</b>