

(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 / 16/ 2017**

**Recruitment for Engagement of Consultants**

- 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 engage Consultant (Accounts) and Consultant (Drug Discovery). The eligibility criteria for the positions are as mentioned below:

S. No.	Name of the Post/ No. of Post(s) / Maximum monthly consultancy fees	Qualifications & Experience	Name of Centre
01.	<b>Consultant (Accounts)</b>  <b>One Position</b>  Rs.35,000/- + Rs.3000/- (local conveyance)	Graduate from a recognised University.  Only retired Section Officer/ Audit Officer/ Senior Audit Officer from Indian Audit and Accounts Services/ C&AG/ SAS qualifies candidates are eligible to apply.  <b>Desirable:</b> Candidates conversant with audit and accounts work of Autonomous Bodies, Educational Institutions and Scientific Research Institutions.	THSTI

**Job Description**

- Checking and verification of the journal vouchers and to ensure that the expenditure is accounted as per approval.
- Checking and verification of all bank books and to ensure that the bank books are reconciled on

monthly basis and necessary actions are taken for unmatched transactions.

- Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles.
- Checking and verification of fees/ incomes/ receipts on test check basis and the review of the reconciliation of fees/ income/ receipts to ensure that no revenue leakage exists.
- Checking and verification of Government Grants (DBT/ DST/ other Government and Non-Government Grants) received and utilized and their quarterly reconciliation.
- Checking of all assets and liabilities accounts to ensure their correctness.
- Checking of fixed assets register/ records and their reconciliation with accounting records.
- Checking of liability registers and their reconciliation with accounting records.
- Checking of inventory register maintained by purchase/ engineering Sections.
- Checking of the compliance with applicable statutory requirements like income tax, service tax, NPS, GSLIS, etc.
- Checking of the salary to staff is being paid as per their terms and condition and to ensure the correctness of pay fixation.
- Checking of the Depreciation scheduled and accounting of the depreciation of the fixed assets.
- Checking outstanding staff loans and advances are recovered as per the stipulated terms.
- Checking of common cluster transactions by way of debit notes and/ or credit notes and their quarterly reconciliation i.e. the inter-campus reconciliation.
- Checking of reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
- Checking and verification of procurements of capital items/ Consumable items to ensure that prescribed procedure mentioned in GFR/ THSTI purchase policies have been followed.
- Checking of the payment of AMC and service contracts were made as per the agreement terms and conditions.
- Checking that GFR 2016/ THSTI policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
- Checking of accounting and internal control systems for particulars type of financial transactions and suggestions for improvements where weak lacunae is accounting and internal control systems are observed.
- Detection of systemic flaws and suggestions for adopting the corrective measures.

Advice THSTI on risk assessment and risk mitigation mechanism.

- d) Interested candidates fulfilling the criteria as mentioned above, may walk-in for interview as per the schedule mentioned below:

Name of Post	Date time for walk-in- interview	Venue
<b>Consultant (Accounts)</b>	<b>21<sup>st</sup> July 2017 at 11.00 AM</b>	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.**

S. No.	Name of the Post/ No. of Post(s) / Maximum monthly consultancy fees	Qualifications & Experience	Name of Centre
02.	<b>Consultant (Drug Discovery)</b>  <b>One Position</b>  Upto Rs.1,00,000/-	PhD in Chemistry/Life sciences with at least 10 years of industry level experience in the field of Drug Discovery. Proven track record of working at the Chemistry-Biology interface with a good understanding of chemical synthesis, SAR development and biological profiling.  <b>Desirable:</b> - Extensive experience in the developing of biological assays, investigating disease mechanisms, discovery and development of lead molecules for drug discovery. Knowledge of pre-clinical assays and early ADMET. Excellent team and communication skills.	DDRC
<p><b>Job Description</b></p> <p>To oversee and monitor the drug discovery programs at DDRC and recommend ways of improving the same. Consultant will keep track of the various programs and ensure that tile lines are being met. Consultant will also advise on PK/ADMET studies and any other aspects of pre-clinical drug development.</p>			

e) **Candidates interested to apply for the above position at S.No.2 are required to submit their CV to [recruitment@thsti.res.in](mailto:recruitment@thsti.res.in) on or before 31<sup>st</sup> July 2017.**

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made initially for a period of three months which may be extended for a further period.
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.
5. Number of positions may vary depending upon the requirement at the time of interview.
6. 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 the same.

7. All results will be published on our website and all communications will be only through email.
8. Canvassing in any form will be a disqualification.