

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)  
 NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurugram Expressway, P.O. Box No. 04,  
 Faridabad - 121001

**RECRUITMENT NOTICE NO. : THS/RN/12/2018**

- 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) PBC conducts hypothesis driven research on the biological basis of childhood health and diseases. The knowledge generated will be incorporated in THSTI institutional networks in developing diagnostic and therapeutic modalities. The interdisciplinary effort will need to knit together expertise from the fields of pediatrics, infectious disease, microbiology, immunology, cell and molecular biology, systems biology, imaging studies, clinical trials, biostatistics and epidemiology, among others.
- d) Following are the vacancies under the PBC centre at THSTI :

S. No.	Name of the Position / No. of Positions / Maximum monthly consolidated emoluments/ Age Limit	Minimum Qualification and experience	Job Description
01.	<b>Scientist E</b>  <b>One position</b>  Upto Rs. 1,82,566/-  55 years	<b>Essential:</b> _____ Ph.D. or corresponding degree in any area of Life Sciences / Medical Sciences / Chemical Sciences / Engineering with 7 years' experience in the relevant field of requirement as demonstrated by patents / publications / product leads / entrepreneurial ventures and	To initiate projects and see them through with the help of the team members and lead an integrative, multi-disciplinary research. To develop necessary techniques, technologies and infrastructure to complement work in the field of maternal and child health. Scientific mentoring experience required.

		<p>scientific mentoring experience.</p> <p><b>Desirable:</b> Previous experience of working at the interface of health sciences and technology especially focused on areas of translational research in the field of pediatric health. Candidate should have demonstrated capabilities of developing technologies and other scientific resources.</p>	
02.	<p><b>Scientist D</b></p> <p><b>One position</b></p> <p>Upto Rs. 1,26,146/-</p> <p>50 years</p>	<p><b>Essential:</b> Ph.D. or corresponding degree in any area of Life Sciences / Medical Sciences / Chemical Sciences / Engineering with 3 years R&amp;D experience in the relevant field of requirement as demonstrated by patents / publications / product leads / entrepreneurial ventures and Scientific mentoring experience.</p> <p><b>Desirable:</b> Previous experience of working at the interface of health sciences and technology especially focused on areas ranging from fundamental biosciences to clinically motivated research interpreted in the broadest sense.</p>	<p>Overall coordination of interventional and observational clinical or population studies. Training and supervision of research staff. Supervision of data collection. Supervision of data management and data analysis including analysis of large observational and intervention studies. Organization and management of study sites; administration, building infra-structure and capacity coordination of site investigators.</p>
03.	<p><b>Scientist C (Clinical)</b></p> <p><b>one position</b></p> <p>Upto Rs. 1,26,276/-</p> <p>50 years</p>	<p><b>Essential:</b> M.D. or corresponding degree in any area of Medical with minimum of one year post-doctoral / degree experience in clinical epidemiology, immunology, genetics, biology or biomedical engineering, cellular and molecular biology.</p>	<p>Conduct of interventional and observational clinical or population studies. Supervision of research staff. Supervision of data collection, Coordination of links between laboratory &amp; clinical population groups. Data analysis including analysis of large observational or intervention studies.</p>
04.	<p><b>Technical Officer-II (Lab)</b></p> <p><b>One position</b></p> <p>Upto Rs. 71,588/-</p>	<p>Post Graduate degree /Post Graduate professional degree in Science/relevant branch with 4/3 years experience</p> <p><b>OR</b></p> <p>Graduate degree /Professional degree in</p>	<p>Supervision of a laboratory handling large volume of clinical samples. Managing the lab infrastructure, equipment maintenance, inventory for the lab.</p> <p>Developing SOPs for the lab and</p>

	35 Years	<p>Science/relevant branch with 6/5 years experience</p> <p><b>OR</b></p> <p>Graduate in any discipline with 9 years experience.</p> <p>The candidate should have relevant experience of working in the Laboratory.</p>	for the tests/ analysis being done in the lab. Following GCLP in the lab. Training of staff in GCLP and lab protocols.
<b>05</b>	<p><b>Technical Officer-II (Programmer)</b></p> <p>Upto Rs. 71,588/-</p> <p><b>One position</b></p> <p>35 Years</p>	<p>Post Graduate degree /Post Graduate professional degree in information technology/ Computer Science/ computer application with 4/3 years experience</p> <p><b>OR</b></p> <p>Graduate degree /Professional degree in information technology/ Computer Science/ computer application with 6/5 years relevant experience (including 1 year experience in computer programming)</p> <p><b>OR</b></p> <p>Graduate in any discipline with 9 years relevant experience (including 1 year experience in computer programming)</p> <p>The candidate should have relevant experience of data management for clinical studies.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous use and familiarity with Visual Basic, MS-Access and SQL.</li> <li>• Previous experience in coordinating Data Management of large observational cohort and/or clinical trials (preferably large multi centre trials).</li> <li>• Previous experience on use of the following statistical analysis software, STATA/ SAS/ SPSS.</li> </ul>	<ul style="list-style-type: none"> <li>• Creating and maintaining the database for study.</li> <li>• Program data validation checks and listings to identify data discrepancies.</li> <li>• Program checks to integrate and reconcile data from external sources [including serious adverse events (SAE), lab results, X-rays reports, ECGs, electronic patient records, medical devices and interactive voice response (IVR)] into the primary clinical database.</li> <li>• Review Case Report Forms and formatting of datasets extracts for accuracy and consistency.</li> <li>• Provide programming support for annual reports and publications and final analysis.</li> <li>• Responsible for Performance Tuning of Database.</li> <li>• Assist / Create database programming SOPs, Guidelines.</li> </ul>

<p><b>06</b></p>	<p><b>Technical Officer-II (Data management)</b></p> <p><b>One position</b></p> <p>Upto Rs. 67,588/-</p> <p>35 Years</p>	<p>Post Graduate degree /Post Graduate professional degree in information technology/ Computer Science/ computer application with 4/3 years experience</p> <p><b>OR</b></p> <p>Graduate degree /Professional degree in information technology/ Computer Science/ computer application with 6/5 years relevant experience.</p> <p><b>OR</b></p> <p>Graduate in any discipline with 1 year diploma in Computer and 9 years relevant experience</p> <p>The candidate should have experience in data management for clinical studies</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous use and familiarity with MS-Access and SQL.</li> <li>• Previous experience in coordinating Data Management of large observational cohort and clinical trials (preferably large multi centre trials).</li> </ul>	<ul style="list-style-type: none"> <li>• The Technical Officer will be responsible for Data entry and management of data. Receiving CRFs from clinical operations team</li> <li>• Maintaining accountability of received CRF pages</li> <li>• Performing accurate data entry into the database</li> <li>• Running the data quality checks for the database</li> <li>• Query generation &amp; resolution</li> <li>• Ensure all DM procedures executed with a high attention to ensure, accuracy and timelines.</li> <li>• Write DM SOPs in accordance with GCP and ICH guidelines.</li> <li>• He / she will be responsible for providing support to project</li> <li>• office operations performing a variety of standard administrative duties including typing of official documents</li> <li>• ensuring high quality and accuracy of work.</li> <li>• Provide admin support to conferences, workshops and</li> <li>• project related field visits. Keeping track of projects with updated and reports</li> <li>• Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings.</li> </ul>
<p><b>07</b></p>	<p><b>Technician II (Clinical/Lab)</b></p> <p><b>One position</b></p> <p>Upto Rs. 39,868/-</p> <p>35 Years</p>	<p>PG degree in Science/Professional degree in a relevant branch</p> <p><b>OR</b></p> <p>PG Diploma in Clinical Research with 1 year experience</p> <p><b>OR</b></p> <p>Graduate degree / Professional degree in Science/relevant branch with 2/1 years experience</p>	<p>Collection of various bio-specimens like blood, etc processing of samples at the clinical site for analyses, transportation of bio-specimens from the hospital site to the central laboratory at THSTI. Handling and maintenance of equipment in the laboratory. Home visit to collect study health information of pregnant women / infants; take anthropometry.</p>

		<p><b>OR</b></p> <p>Graduate in any discipline with 5 years experience</p> <p><b>OR</b></p> <p>Senior Secondary with Science with 8 years experience</p> <p><b>OR</b></p> <p>Senior Secondary with DMLT with 6 years experience.</p> <p>The experience should be in the Clinical/Lab/Field work</p>	
<b>08</b>	<p><b>Field Supervisor</b></p> <p><b>One position</b></p> <p>Upto Rs. 47,278/-</p> <p>35 Years</p>	<p>PG degree / PG Professional degree in Science/relevant branch with 3/2 years experience</p> <p><b>OR</b></p> <p>PG Diploma in clinical research with 4 years experience</p> <p><b>OR</b></p> <p>Graduate degree /Professional degree in Science/relevant branch with 5/4 years experience</p> <p><b>OR</b></p> <p>Graduate in any discipline with 8 years experience.</p> <p>The candidate should have relevant experience in Clinical or field work in hospital.</p>	<p>The field supervisor will be leading a team of field workers/technicians and will supervise the operational and technical aspects of implementation of the study specific field procedures ensuring compliance with GCP. The field supervisor will have an oversight responsibility for field activities undertaken. He/she will be responsible for:</p> <ul style="list-style-type: none"> <li>• Providing input into and/or developing study related materials such as field SOPs, logs and other study related documents;</li> <li>• Developing training module for the field procedures and planning the initial and retraining sessions for the research study staff along with the senior research officers</li> <li>• Supervising the site side-labs preparation, implementation of laboratory procedures at site and QC of lab activities;</li> <li>• Developing a format for monthly reporting of field activities and site lab performance, including number of field visits made, assessments done, samples collected, processed and the</li> </ul>

			<p>QC measures observed; any deviation in protocol</p> <ul style="list-style-type: none"> <li>• Keeping stakeholders informed on field performance; risks and accomplishments</li> <li>• Communicating with site lab technicians for tracking laboratory reports of enrolled infants;</li> <li>• Liasoning with the QM team to ensure good quality of field/ lab data;</li> <li>• Supervising proper documentation practices for field/ lab procedures</li> <li>• Providing support to site team to prepare for audits and to respond to audit findings conducted by internal QA and external agencies;</li> </ul> <p>Should have experience with maintaining compliance with clinical research protocols and maintaining quality standards.</p>
--	--	--	--

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made initially on contract for a period upto 30.12.2020 with an initial probation period of one year 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 written test/skill test.
4. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.
5. Age and other relaxations for direct recruits and departmental candidates: **(i)**. By 5 years for candidates belonging to SC/ST communities.**(ii)** By 3 years for candidates belonging to OBC communities. **(iii)** For Persons with Disabilities (PwD) falling under the following categories : (a) UR - 10 years , b) OBC - 13 years (ci) SC/ST - 15 years **(iv)** 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. **(v)** 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. **(vi)** 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 **(vii)** There is no upper age limit for the Institute employees who are treated as departmental candidates.

6. The crucial date for determining the age limit shall be the closing date for receipt of online applications from candidates.
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 written test/skill test.
9. 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.
10. In case a large number of applications are received, 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 written test/skill test.
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 Faridabad (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 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 – Gurugram 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 .08. 2018

Last date for receiving the signed hard copy of application at THSTI: 17 .08. 2018