

Recruitment Notice No: THS / RN / 16/ 2018
Recruitment for Engagement of Consultant

- 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 (HR & Administration). The Consultant will be required to work on the following:
- Align the policies and procedures to the e-governance initiatives in the Institute
 - To support Software requirement specification (SRS) for Enterprise resource planning (ERP)
 - Create standard operating procedures for various jobs for better execution with appropriate accountability
 - Help implement, necessary policies for streamlining administrative matters.
- d) 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	Consultant (HR & Administration) One Position Upto Rs. 75,000/- 62 years	i) Graduate with 15 years of experience in the establishment matters, recruitment, academic matters, estate management preferably in Govt. / Central Autonomous Bodies (CAB). ii) Knowledge of Government rules and	THSTI

		regulations and working in computerized environment	
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e) Interested candidates fulfilling the criteria as mentioned above, may walk-in for interview as per the schedule mentioned below:

S.No.	Name of Post	Date and time for walk-in-Interview	Venue
01	Consultant (HR & Administration)	28 th August 2018 (09:30 am – 10:30 am)	THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram 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. Appointment will be made initially for a period of six months which may be extended for a further period subject to requirement of the services for THSTI and satisfactory performance of the incumbent.
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.