

(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/20/2018**

### **RECRUITMENT FOR ADMINISTRATIVE POSITIONS**

- 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) Applications are invited from eligible candidates to fill up the following core administrative positions in THSTI by direct recruitment:

<b>S. No.</b>	<b>Name of the Post/ No. of Post / Pay Level/ Age Limit</b>	<b>Qualifications &amp; Experience</b>	<b>Job Description</b>
<b>1.</b>	<b>Section Officer One (OBC)</b>  Level 7 of the pay matrix (Rs 44,900 - 1,42,400/-)  30 years	Graduate with Post Graduate Diploma/Degree in Management from a recognised university with minimum three years' experience in Stores & Purchase or Finance & Accounts preferably of an Autonomous Body/ PSU/ University.  <b>Desirable</b> : Knowledge of Govt. rules and regulations and working in computerized environment.	<ul style="list-style-type: none"> <li>• To supervise and deal with matters related to Stores &amp; Purchase section/ Finance and Accounts section.</li> <li>• To implement Government of India orders issued from time to time.</li> <li>• To perform such other duties as may be assigned from time to time.</li> </ul>

<p><b>2</b></p>	<p><b>Management Assistant One (UR)</b></p> <p>Level 6 of the pay matrix (Rs 35,400 –1,12,400)</p> <p>30 Years</p>	<p>Graduate with minimum three years' experience in Stores &amp; Purchase or HR &amp; Administration.</p> <p><b>Desirable :</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Govt. rules and regulations and working in computerized environment.</li> <li>• Persons having PG diploma/degree in Personnel/HR Management/ Material Management will be preferred</li> </ul>	<ul style="list-style-type: none"> <li>• To provide administrative support in day-to-day functions of Stores &amp; Purchase or HR &amp; Administration section.</li> </ul>
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**“Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply”**

Note:

- 1) Knowledge of English language and Computer (MS – Office) are prerequisite for the above positions.
- 2) In case, suitable candidates are not found for the post of Section Officer, this post will be downgraded and operated as Management Assistant.
- 3) The above positions are also suitable for Persons with disabilities (PWD) with not less than 40% disability viz. Locomotor Disability or cerebral palsy i.e. Both legs affected but not arms (BL), One leg affected (Right or Left ) (OL). They shall submit, along with the print out of their Application Forms, the requisite Certificate as per as per the prescribed format of Government of India, from a competent authority.

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made initially on contract for a period of five years with an initial probation period of two years that may be extended at the discretion of the competent authority. Subject to satisfactory performance, the employees appointed may be considered for regularization after completion of initial period of contract.
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 up to 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. Closing date of Online Application will be the CRUCIAL DATE for determining eligibility with regard to age, essential qualification etc.
7. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
8. Outstation SC/ST/PWD candidates called for the written test/skill test will be paid to & from second class railway fare, as per Govt. of India rules on production of the proof of travel.
9. 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.
10. Only shortlisted candidates will be called for written test/skill test.
11. All results will be published on our website and all future communications will be only through email.
12. Canvassing in any form will be a disqualification
13. 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 : 17.11.2018**

**Last date for receiving the signed hard copy of application at THSTI : 22.11.2018**