



**thsti**

ट्रान्सलेशनल स्वास्थ्य विज्ञान  
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE  
AND TECHNOLOGY INSTITUTE

(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/24/2018**

### **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 administrative positions in THSTI by direct recruitment:

<b>S. No.</b>	<b>Name of the Post/ No. of Post / Monthly consolidated emoluments/ Age Limit</b>	<b>Qualifications &amp; Experience</b>	<b>Job Description</b>
<b>1.</b>	<b>Finance Officer</b> One post (On Contract) Upto Rs. 93,965/- 40 years	PG Degree/Diploma in Finance or CA/ICWA with five years supervisory experience in the relevant field. <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 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>Sr. Executive</b> Three posts - UR (On contract) Upto Rs. 49,044/- 30 Years</p>	<p>Graduate in any discipline from a recognised University with minimum three years' experience in the relevant field <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>	<p>To provide supervisory support in the day-to-day functions of Stores &amp; Purchase/HR &amp; Administration /Finance &amp; Accounts sections.</p>
<p><b>3</b></p>	<p><b>Executive</b> Five posts - 4 UR, 1 OBC (On contract) Upto Rs. 40,798/- 30 Years</p>	<p>Graduate in any discipline from a recognised University</p>	<p>To provide administrative support in the day-to-day functions of Stores &amp; Purchase/HR &amp; Administration /Finance &amp; Accounts sections.</p>

**“Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply”**

Important Note:

- 1) Knowledge of English language and Computer (MS – Office) are prerequisite for the above positions.
- 2) 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 the prescribed format of Government of India, from a competent authority.
- 3) All the applicants will be called for written test. Applications of those candidates who qualify in the written test will be verified and processed further.
- 4) The candidates applying for the above posts may appear directly for written test on **05.01.2019 (Saturday) at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurugram Expressway, Faridabad – 121001 as per the schedule mentioned at pg no. 4** . The candidates will be required to bring duly filled Hall Ticket available at the end of this advertisement on the date of written test/skill test. The candidates who will qualify in the written test will be called to appear for skill test/interview on **06.01.2019 (Sunday)**.
- 5) Please sign the application at the appropriate place and bring the following documents on the day of written test (i.e. on 5<sup>th</sup> January 2019) :

- Signed application with application fee as per the details mentioned below in the form of demand draft in the favour of “Translational Health Science and Technology Institute” payable at Faridabad
    - Unreserved candidates Rs.500/-
    - SC/ST/OBC/Women Candidates Rs.300/-
- 6) CV, self-attested copies of certificates / documents pertaining to educational qualification and experience.

**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made initially on contract 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 produce a relevant ‘No Objection Certificate’ at the time of written test/skill test/interview.
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/interview will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of travel.

9. All results will be published on our website and all future communications will be only through email.
10. Canvassing in any form will be a disqualification
11. Interested candidates are requested to submit the online application on or before the last 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.
- 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 to be filled in the Hall Ticket (available at the end of this advertisement) to be carried mandatorily on the day of written test**

**Important dates to remember :**

<b>Last date to apply online</b>	<b>2<sup>nd</sup> January 2019</b>
<b>Date &amp; time of written test for the post of Sr. Executive and Finance Officer</b>	<b>5<sup>th</sup> January 2019 (Saturday) at 10.00 AM The candidates are requested to report at 9.00 am at the venue</b>
<b>Date &amp; time of written test for the post of Executive</b>	<b>5<sup>th</sup> January 2019 (Saturday) at 12.00 PM The candidates are requested to report at 11.00 AM am at the venue</b>
<b>Date &amp; time of skill test/interview for the above posts</b>	<b>6<sup>th</sup> January 2019 (Sunday) at 10.00 AM</b>

**Documents to be produced at the time of written test/skill test :**

- 1) Signed copy of application form along with CV, self-attested copies of certificates / documents pertaining to educational qualification and experience.
- 2) Demand draft
- 3) Duly filled Hall Ticket
- 4) ID Proof
- 5) Caste certificate which should necessarily be from Competent Authorities in the format prescribed by the Govt. of India, if applicable



**thsti**

ट्रान्सलेशनल स्वास्थ्य विज्ञान  
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE  
AND TECHNOLOGY INSTITUTE

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurgaon Expressway, Faridabad - 121001

### HALL TICKET

<b>Name of the Post</b>	:	
<b>Date of Written Test</b>	:	5 <sup>th</sup> January 2019
<b>Venue for written test and skill test</b>	:	Auditorium Hall, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad – Gurgaon Expressway, Faridabad-121001

Affix Recent  
Passport size  
photograph

### To be filled by the Candidate

1.	Roll No. (Same as reference no. mentioned in the online application form)	
2.	Name of the Candidate	
3.	Date of Birth	
4.	Category (SC/ST/OBC/PwD/Ex-Se/Gen)	
5.	Father's/Husband's Name	
6.	Correspondence Address (As mentioned in the application form)	
7.	Mobile Number	
8.	Signature of the Candidate	
9.	Signature of the Candidate in the presence of the invigilator	
10.	Signature of the Invigilator	

#### Instructions to the candidate appearing for written test:

1. Please bring the duly filled-in hall ticket affixing passport size photograph. Candidates appearing for written test without hall ticket and application form will not be allowed to attend the written test.
2. Please sign the hall ticket at the space provided at serial no. 9 above in the presence of the invigilator.
3. Please report for the written test 30 minutes before the actual commencement of the written test
4. Candidates reporting more than 30 minutes after the commencement of the written test will not be permitted to enter the center.
5. Mobile phone/calculator or any other electronic device is not permissible in the examination hall.
6. Bring a black ball pen for written test.
7. Candidates should remain in the examination hall for the entire duration of the written test.
8. **Only those candidates who qualify in the written test will be allowed to appear for skill test/interview on the next day.**