RECRUITMENT NOTICE NO. : THS/RN/03/2019
Recruitment for Technical and 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) This recruitment is to fill up the vacancies of THSTI under the projects of PBC. 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.

c) This recruitment is to fill up the vacancies of THSTI under the following projects of PBC:

Project Code	Name of Centre	Project Name
01	PBC	**Inter Institutional program on Maternal, Neonatal and infants Sciences – A translational approach to studying Preterm Birth**
02	PBC	**Zinc as an adjunct for the treatment of very severe disease in infants younger than 2 months**

d) Following are the details of vacancies under the projects of PBC :

S. No.	Name of the Post / Project Code / No. of Post / Maximum monthly consolidated emoluments/ Age Limit (Type of position)	Minimum Qualification and experience	Job Description
01.	**Data Entry Operator** **Project Code 01** One post Upto Rs. 25,000/-	Graduate in any discipline with 2 years' experience as clinical Data Entry Operator. **Skills/Desirable:** • Basic computer skills. • Good interpersonal skills. • Good written and spoken English.	• Receiving Case record form (CRFs) from clinical operations team • Maintain accountability of received CRF pages • Performing accurate data entry

		• Worked on Electronic data capture platform.	into the database
	30 years		
02.	**Technical Assistant** **Project Code 01** **One post** Upto Rs.24,435/- 30 Years	Degree/Diploma in Clinical Research/ Diploma in MLT from recognized University with minimum 3 years' of experience in clinical research **OR** Standard 12 with minimum 5 years' of experience in clinical research. *Desirable:* Candidates having experience in Lab or Clinical work will be preferred.	**The incumbent will be responsible for the following:** • Handling and supervising the samples collection, small equipment at THSTI and the clinical site (Gurgaon Civil Hospital). • Immediate processing and preparation of samples at the clinical site for use in downstream genomic and proteomic studies and biochemical analyses. • Maintaining compliance with clinical research protocols, and maintaining quality standards.
03.	**Project Officer** **Project Code 02** **One post** Upto Rs. 34,250/- 30 years	Graduate in any discipline with at least 2 years of work experience in the relevant field. **Desirable skills** : Good skills with Microsoft Office • Interpersonal skills and ability to work effectively in a team • Good knowledge and proficiency in English typing skills • Administrative / working knowledge • Must have good communication & interpersonal skills; should be able to draft letters in Microsoft word; should be able to use Microsoft excel; manage finances related to study.	He/She will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work • Implement, maintain and develop efficient and effective administrative systems • Provide admin support to conferences, workshops and project related field visits • Assisting in the coordination and delivery of workshops • Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings • Arrange for travel and hotel reservations; prepare travel authorizations, • Processing requests for visas, identity cards and other documents for research staff. • Preparation of all necessary documentation, implementation of follow-up actions • Provide support for efficient functioning of the Project Team

			• Ordering and checking resources and purchases for the team
			• Drafting of regular interval based reports for stakeholders & the executive board
			• Keeping track of projects with updates and reports
			• Handling requests of travel and logistics arrangements for the team
			• Primary liaison to the Procurement Department for equipment order placement process invoices when received
			• Arrange vehicle transportation, regular vehicle maintenance and insurance; Check and record vehicle daily log, update and maintain of vehicle history report;
			• Act as custodian for management of office stationery supplies, including maintenance of office assets and stationery, distribution of stationery as required by staff and keeping a log of distribution
			• Maintain filing system ensuring safekeeping of confidential materials; Extract of data from various sources, when required;
			• Follow up on deadlines, commitments made, actions taken and coordinate collection and submission of reports to the Project Manager

e) Interested candidates fulfilling the criteria as mentioned in paragraph (d), may walk-in for written test/skill test/ interview as per the schedule mentioned below:

S. No.	Name of the post	Project Code	Date for walk-in-written test/skill test/ interview	Registration time and Venue
01	Data Entry Operator	01	23rd January 2019	09.30 am - 10.30 am THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway, Faridabad – 121001
02	Technical Assistant	01		
03	Project Officer	02		

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.

<u>**GENERAL TERMS & CONDITIONS:**</u>

1. These are short term positions and extension will be granted subject to satisfactory performance of the incumbents. Those appointed to these positions will not have any claim for regularization of their employment.

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/ written test/ skill test.

5. The age limit, qualification, experience and other requirements may be relaxed at the discretion of the competent authority, in case of candidates who are otherwise suitable. In case candidates are not found suitable for the posts notified, they can be offered lower post / lower emoluments on the recommendation of the Selection Committee.

6. Age and other relaxations for direct recruits and departmental candidates: 1. By 5 years for candidates belonging to SC/ST communities. 2. By 3 years for candidates belonging to OBC communities. 3. For Persons with Disabilities (PwD) falling under the following categories : (i) UR - 10 years , ii) OBC - 13 years (iii) SC/ST - 15 years 4. 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. 5. 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. 6. 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.

7. There is no upper age limit for the Institute employees who are treated as departmental candidates.

8. Number of positions may vary depending upon the requirement at the time of interview/skill test/ written test.

9. Outstation SC/ST/ PwD candidates called for the interview/skill test/ interview will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of the same.

10. Positions will be initially based either in the THSTI's laboratories at Faridabad or at the clinical sites in Gurgaon/ New Delhi.

11. All results will be published on our website and all communications will be only through email.

12. Canvassing in any form will be a disqualification.