

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

RECRUITMENT NOTICE NO. : THS/RN/07/2019

- 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 built several inter-institutional collaborations and connectivity with industry supported by well-trained teams of research and laboratory staff. This foundation has helped pursuit of thematic research programmes which can be broadly categorized as, (a) Vaccines, (b) Maternal and Child Health, (c) Diagnostics, and (d) Metabolic Disease and Nutrition, including drug discovery. Additionally, THSTI conducts training in multiple areas relevant to clinical and translational research and develops background documents for science and policy aimed at public health.
- c) This recruitment is to fill up the post of Technical Officer II (Data Management) under Paediatric Biology Centre (PBC) of THSTI. 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) The eligibility criteria for the post is as under :

S. No.	Name of the Position / No. of Positions / Maximum monthly consolidated emoluments/ Age Limit	Minimum Qualification and experience	Job Description
06	Technical Officer-II (Data management) One position Upto Rs. 67,588/-	Post Graduate degree /Post Graduate professional degree in information technology/ Computer Science/ computer application with 4/3 years experience OR Graduate degree /Professional degree in information technology/ Computer Science/ computer	<ul style="list-style-type: none"> ➤ The Technical Officer will be responsible for Data entry and management of data. Receiving CRFs from clinical operations team ➤ Maintaining accountability of received CRF pages

	<p>35 Years</p>	<p>application with 6/5 years relevant experience. OR Graduate in any discipline with 1 year diploma in Computer and 8 years relevant experience The candidate should have experience in data management for clinical cohort & or clinical trials</p> <p>Desirable:</p> <ul style="list-style-type: none"> · Previous use and familiarity with MS-Access and SQL. · Previous experience in coordinating Data Management of large observational cohort and clinical trials (preferably large multi centre trials). 	<ul style="list-style-type: none"> ➤ Performing accurate data entry into the database ➤ Running the data quality checks for the database ➤ Query generation & resolution ➤ Ensure all DM procedures executed with a high attention to ensure, accuracy and timelines. ➤ Write DM SOPs in accordance with GCP and ICH guidelines. ➤ 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. ➤ Provide admin support to conferences, workshops and ➤ project related field visits. Keeping track of projects with updated and reports ➤ Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings.
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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/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 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/Interview.
9. Outstation SC/ST/PwD candidates called for the written test & skill test/ interview will be paid to & from 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 is to be deposited as per details given below through Demand Draft in favour of "Translational Health Science and Technology Institute" payable at Faridabad.

S. No.	Category	Amount
1.	Unreserved candidates	200
2.	SC/ST/OBC/Women	100

- 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
- 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, 3rd 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 : 29.03.2019
 - Last date for receiving the signed hard copy of application at THSTI : 03.04.2019