

(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/25/2019 dated 5<sup>th</sup> September 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.

This recruitment is to fill up the vacancies under the project entitled “**Translational Research Program**”

- b) The eligibility criteria for the post is as under:

S. No.	Name of the Post/ No. of Post / Maximum monthly consolidated emoluments / Age Limit	Minimum Qualification and Experience	Domain Area
1.	<b>Section Officer</b> <b>One Post</b> <b>(UR-1)</b> Up to Rs. 75,000/- 35 years	Graduate in any discipline with 6 years' relevant work experience / Post Graduate with 4 years' of relevant work experience preferably in a Govt. organization / PSU / CAB.	Secretarial work (Director's Office)
2.	<b>Management Assistant</b> <b>Two posts</b> <b>(UR-2)</b> Up to Rs. 60,000/- 30 years	Graduate in any discipline with 5 years' relevant work experience / Post Graduate with 3 years' of relevant work experience preferably in a Govt. organization / PSU / CAB.	Secretarial work / Stores & Purchase

**Note: The selection committee may recommend a candidate for lower grade/pay based on the qualification, skills and experience of the candidate.**

- c) Relevant experience should be in any of the following domain area:

S.No.	Domain area	Relevant experience
1.	Secretarial work	Experience in handling correspondence within the organization and various ministries and other institutions, taking notes, typing, preparing and collating reports, preparing agendas and taking minutes in meetings, organizing meetings, making logistics and hospitality arrangements, facilities management, documents handling.
2.	Stores & Purchase (S&P)	Experience in government purchase processes, Inventory

		Management, Procurement planning, managing material flows and processes, physical stock verification, issue of purchase orders, maintenance of stock/ issue ledgers, custom clearance, supervision of junior staff
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**d) GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on yearly contract basis for a period of three years (extendable to five years) 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. 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. 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 employees who are working for THSTI.
6. The closing date of online application will be the CRUCIAL DATE for determining eligibility with regard to age, essential qualification etc.
7. Number of positions selected may vary depending upon the requirement at the time of interview/skill test/ written test and suitability of the candidate.
8. 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.
9. All results will be published on our website and all communications will be only through email.
10. Canvassing in any form will be a disqualification.

**e) Procedure for filling online application:**

- a) Before filling up the online application, keep the following documents handy:

- i) A soft copy of your passport size photo and signature. (only jpeg/jpg/png format)
- ii) A comprehensive CV (PDF format only) containing details of qualification, positions held, professional experience/distinctions etc.
- iii) The documents in support of educational qualification and experience (PDF format only) as mentioned below:
  - Matriculation Mark sheet
  - Intermediate Mark sheet
  - Graduation Degree/Mark Sheet
  - Post-Graduation Degree/Mark Sheet (if any)
  - Relevant experience certificates (if any)
  - Caste/Disability certificate in the format prescribed by the Govt. of India, if applicable
- iv) Application fee is to be deposited online as per details given below:

S. No.	Category	Amount
1.	Unreserved candidates/EWS	500
2.	SC/ST/OBC/Women/PWD	Nil

After submitting the application, you will be automatically redirected to the dashboard wherein you will be required to click on **"Pay Online"** in order to proceed for payment.

- **The payment can be made by using Debit Card/Credit Card/Internet Banking/UPI.**
  - **Once payment is made, no correction/modification is possible.**
  - **Candidates are requested to keep a copy of provisional receipt for future reference.**
  - **Fee once paid shall not be refunded under any circumstances.**
- b) The eligible and interested candidates may apply online at the Institute's website [www.thsti.res.in/career](http://www.thsti.res.in/career). Applications through any other mode will not be accepted.
  - c) On successful submission of your application, an auto-generated email containing the reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.
  - d) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.
  - e) Candidates must ensure that he/she fulfils all eligibility criteria as stipulated in the advertisement. If it is found that he/she does not fulfil the stipulated criteria, the candidature will be cancelled.
  - f) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
  - g) Candidates are requested to use Google Chrome internet browser for best results in submission of online application.
  - h) In case of difficulty in filling up the online form, please send e-mail to [personnel@thsti.res.in](mailto:personnel@thsti.res.in)

**e) Important Dates:**

Publication of advertisement on website	5 September 2019
Last date for receipt of online application	25 September 2019
Display of shortlisted candidates for written test/skill test/interview	30 September 2019
Date of written test/skill test/interview	14 October 2019

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