

(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/14/2020**

- 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 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) Infectious diseases and Immunology (b) Maternal and Child Health, (c) Non communicable disease d) Multidisciplinary clinical and translational research. These will be strengthened by four core facilities which are under development, viz. Small Animal Facility, Data Management Center, Biorepository and Bioassay Laboratory that will serve the research programmes of THSTI and other academic and industrial partners.
- c) This recruitment is to fill up the vacancy of THSTI under the project entitled “A “bench to bedside” model for clinical and translational science between academic research institutes and hospitals focused on fetal growth restriction and preterm birth”.
- d) The details of the vacancy is given below:

<b>S. No.</b>	<b>Name of the Position / No. of Position / Maximum monthly consolidated emoluments/ Age Limit</b>	<b>Minimum Qualification and experience</b>	<b>Job Description</b>
<b>01.</b>	<b>Administrative Assistant</b>  <b>One position</b>  Upto Rs. 25,000/-  35 years	Bachelor’s degree with minimum 5 years’ of relevant experience of working in a government organization	<ul style="list-style-type: none"> <li>• Handling and maintaining file.</li> <li>• Taking memos, sending and receiving correspondences; preparing note for approval.</li> <li>• Coordinating meetings, data entry into govt. softwares and other issues related to administration and finance.</li> </ul>

- (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	Date for walk-in-written test/skill test/ interview	Registration time and Venue
01	Administrative Assistant	16 <sup>th</sup> March 2020	09.30 am - 10.30 am THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway, Faridabad – 121001

**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.**

**GENERAL TERMS & CONDITIONS:**

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 Benchmark Disabilities (PwBD) 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. 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 6. There is no upper age limit for the Institute employees who are treated as departmental candidates.
7. Number of positions may vary depending upon the requirement at the time of interview/skill test/ written test.
8. Outstation SC/ST/ PwBD 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.