Rolling Recruitment Notice No. : THS/RN/02/2021/01

VACANCY NOTIFICATION FOR CLINICAL POSITIONS

S No.	Name of the post / No. of post/ Age limit	Minimum Qualification and experience	Desirable Qualification/ Experience	Monthly Emoluments
Project : Covid-19 Bioresource at the NCR Biotech Science Cluster **PI : Dr. Pallavi Kshetrapal**				
1.	**Senior Medical Officer** One 40 years	MD with 3 years of post-qualification experience in Clinical Research OR MBBS with 6 years of post-qualification experience in Clinical Research	➢ Coordinate the study with the clinical research staff and study related activities at the study sites ➢ Supervise enrollment and follow up of the participants enrolled in the COVID-19 cohort at hospital sites. ➢ Senior Medical officer will be supervising and conducting clinical studies such as cohorts. ➢ SRO will coordinate the clinical teams /supervisors at the different study sites and is responsible for the efficient management of clinical activities of the study. ➢ To support the site PIs, the hospital clinical staff providing services/training to the study clinical team. ➢ Develop project applications, clinical case record forms, standard operating protocols and other study documentation. ➢ Train the staff for study-related clinical activities including	Upto Rs. 1,00,000/-

			consenting and biosafety precautions. Coordinate with the study research staff for smooth implementation of study. ➢ Interim evaluation of study data and preparation of reports, revaluating emerging COVID-19 literature and reviewing the ongoing study protocol. Should possess deeper understanding of the health system changes and the guidelines developed and released by the Government of India as part of COVID-19 response.	
2.	**Data Entry Operator** One 35 years	Bachelor's degree in Computer Application/ Computer Science/IT from a recognized university or institution. **Skills/Desirable:** • Basic computer skills • Good interpersonal skills • Good written and spoken English	➢ Receiving CRFs from clinical operations team ➢ Transcribe the clinical data from the case recording forms ➢ Feed the biorepository data into the common database. ➢ Maintain accountability of received CRF pages ➢ Performing accurate data entry into the database ➢ Performing query management as per protocol requirement for electronic data capture system	Upto Rs. 30,000/-
➢ Last date for receipt of online application : **15th January 2021** The applications will be scrutinised/shortlisted and processed for further selection.				

GENERAL TERMS & CONDITIONS:

1. These are short-term positions and extension will be granted subject to satisfactory performance of the incumbents and tenure of the project for which they are selected. 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 above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.

4. Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.

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 five years for candidates belonging to SC/ST communities. 2. By three years for candidates belonging to OBC communities. 3. For Persons with Benchmark Disabilities (PwBD) falling under the following categories : (i) UR - ten years, ii) OBC - 13 years (iii) SC/ST - 15 4. Age is relaxable for Central Government servants up to five years in accordance with the instructions or orders issued by the Central Government, from time-to-time. 5. There is no upper age limit for the Institute employees who are treated as departmental candidates.

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

8. 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.

9. With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.

10. Canvassing in any form will be a disqualification.

HOW TO APPLY:

1. **Documents to be kept handy before filling up the online application:** (all the documents except (i) should be in pdf format) :

    i) A soft copy of your passport size photo and signature. (jpeg/jpg/png format)
    ii) A comprehensive CV containing details of qualification, positions held, professional experience / distinctions etc.
    iii) Matriculation certificate (equivalent to 10th Standard) / Mark sheet
    iv) Intermediate certificate (equivalent to 12th Standard) / Mark sheet
    v) Graduation degree certificate / Mark sheet
    vi) Post-Graduation degree certificate & Mark sheet
    vii) Ph.D or equivalent degree certificate
    viii) Relevant experience certificates
    ix) Caste / Disability certificate in the format prescribed by the Govt. of India, if applicable

2. **Procedure for filling up online application:**

    i) The eligible and interested candidates may apply online at the Institute's website www.thsti.res.in/career. Applications through any other mode will not be accepted.
    ii) The following will be the step wise procedure-
    A) Step 1 : Details of applicant
    B) Step 2 : Uploading of documents
    C) Step 3 : Payment of application fee
       ➢ 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 the provisional receipt for future reference.

> ➤ Fee once paid shall not be refunded under any circumstances.
> ➤ Details of fees to be paid are as shown below:

S. No	Applying on direct recruitment	Application fee amount
1.	Unreserved, OBC & EWS candidates	Rs 200/-
2.	SC/ST/Women/PwBD	Rs 100/-

D) Step 4 : Submission of application form

iii) On successful submission of 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.

iv) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.

v) Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.

vi) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.

vii) In case of difficulty in filling up the online form, please send e-mail to personnel@thsti.res.in along with the screenshot of the error displayed (if any).

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

(M.V. Santo)
Head-Administration

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