

RECRUITMENT NOTICE NO. : THS/RN/10/2021

Dated 15th March 2021

1. 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 products to improve human health.
2. 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) 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 viz. Small Animal Facility, Data Management Center, Biorepository and Bioassay Laboratory that will serve not only the research programmes of THSTI, but also the National Capital Region Biotech Science Cluster and other academic and industrial partners.
3. This recruitment is to fill up the vacancy 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**”

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of Post / Max Monthly emoluments/ Age Limit	Minimum Qualifications & Experience	Job Responsibilities
1.	Administrative Assistant One Upto Rs. 25,000/- 35 years	Bachelor’s degree with minimum five years of relevant post qualification experience in a government organization.	<ul style="list-style-type: none"> • Handling and maintaining file. • Taking memos, sending and receiving correspondences, preparing note for approval. • Coordinating meetings, data entry into govt. software’s and other issues related to administration and finance.

Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 25th March 2021 at 9:30 am at THSTI, NCR Biotech Science Cluster, 3rdMilestone, 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:

- a) 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.
- b) All educational, professional and technical qualification should be from a recognized Board/University.
- c) The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
- d) Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce 'No Objection Certificate' at the time of written test/skill test/Interview.
- e) 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.
- f) 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 Central 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.
- g) Number of positions may vary depending upon the requirement at the time of interview/skill test.
- h) All results will be published on our website and all communications will be only through email.
- i) Canvassing in any form will be a disqualification.

“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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