

**RECRUITMENT NOTICE NO. : THS/RN/33/2021**

**Dated 10<sup>th</sup> August 2021**

## RECRUITMENT NOTIFICATION

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 following projects:

S. No.	Project Code	Name of the project
1.	01	Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context-specific solutions under Biorepository
2.	02	Evaluation of Rationally Designed Influenza Vaccines (ENDFLU)

### **Educational Qualification and Experience required for the post:**

S. No.	Name of the Post/ No. of Post / Max Monthly consolidated emoluments/ Age Limit/ Project Code	Minimum Qualifications & Experience	Job Responsibilities
1.	<b>Project Officer</b>  One post	Graduate in any discipline from a recognized University with five years of post-qualification	➤ Knowledge of accounting & indenting software.

	Rs. 32,000/- 30 years Project Code 01	experience of administration/finance and accounts work.  Desirable: Candidate should have at least five years of experience in working in a research lab and accustomed to lab consumables and equipment used for performing scientific experiments.	<ul style="list-style-type: none"> <li>➤ Knowledge of Government Rules and Regulations, specifically pertaining to purchase/ financial matters and working in computerized environment.</li> <li>➤ Liaisoning with the finance &amp; accounts and stores &amp; purchases sections for processing of files.</li> <li>➤ Inventory management in a research lab.</li> <li>➤ Maintaining proper functioning of all equipment and providing technical support to the lab members.</li> <li>➤ Organize and manage all aspects of work related to smooth execution in a scientific research lab.</li> </ul>
<b>2.</b>	<b>Laboratory Assistant</b>  Two  Rs. 20,000/- +HRA  50 years  Project Code 02	Bachelor of Science/ 3 years Diploma in Engineering and Technology or equivalent from a recognized University.	The experience should be in working in the animal house and wet lab, autoclaving, preparation of media and reagents, knowledge of handling and discard of bio-waste. Preference will be given to prior experience in lab animal feeding and general routine work in small lab animal house
<ul style="list-style-type: none"> <li>➤ Last date for receipt of online application : <b>25<sup>th</sup> August 2021</b></li> <li>➤ The applications will be scrutinised/shortlisted and processed for further selection.</li> </ul>			

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

**GENERAL TERMS & CONDITIONS:**

- a) 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.
- b) All educational, professional and technical qualification should be from a recognized Board/University.

- c) The experience requirement specified above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.
- d) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.
- 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 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.
- g) All results will be published on our website and all future communications will be only through email
- h) 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.
- i) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
- j) 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) Master degree certificate/Mark sheet (if any)
  - vii) Relevant experience certificates (if applicable)
  - viii) 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](http://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 236/-
2.	SC/ST/Women/PwBD	Rs 118/-

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).

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**(M.V.Santo)**  
**Head-Administration**

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