

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway, P.O. Box No. 04,
Faridabad - 121001

RECRUITMENT NOTICE NO. : THS/RN/51/2021

Dated 27th December 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 broadly categorized as, (a) Infectious diseases and Immunology (b) Maternal and child health, (c) Non communicable disease d) Multidisciplinary clinical and translational research. These are strengthened by the four core facilities viz. Small Animal Facility, Data Management Center, Biorepository and Bioassay Laboratory that serve as huge resources for the research programmes of THSTI, and also the National Capital Region Biotech Science Cluster and other academic and industrial partners.
3. This recruitment is to fill up the vacancies under the following projects:

S. No.	Project Code	Name of the projects
1.	01	MOMI Biorepository local analysis - INDIA
2.	02	Translational Research Consortium for Establishing Platform Technologies to Support Prophylactic and Therapeutic Strategies for Dengue – Discovery to Proof-of-Concept (PI: Dr. Guruprasad R. Medigeshi)

4. Applications are invited from eligible candidates to fill up the following positions:

S. No.	Name of Post/No. of post/ Monthly consolidated emoluments/ Age limit/Project Code	Minimal Qualifications and Experience	Job description/ responsibilities
1.	Project Management Assistant	Essential: Graduate in any discipline with minimum five year's experience in a	<ul style="list-style-type: none"> • Secretarial work • Providing administrative support

	<p>One</p> <p>Rs. 42,000/-</p> <p>30 years</p> <p>Project Code-01</p>	<p>Govt./PSU/CAB/Corporate office of large public Limited Company.</p> <p>Desirable: i) Graduate with Post Graduate Degree or Diploma in Personnel/Financial/Material Management or equivalent ii) Knowledge of Govt. rules and regulations and working knowledge in computerized environment.</p>	<ul style="list-style-type: none"> • Liaising work with UGC and Universities
2.	<p>Data Entry Officer</p> <p>One</p> <p>Rs. 32,500/-</p> <p>30 years</p> <p>Project Code-01</p>	<p>Graduate degree in Computer Science/IT/Computer Application or relevant subject from a recognized University with three years of post-qualification experience in statistical programming such as STATA, R or Python.</p> <p>Proficient in handling and analysing data on excel workbooks.</p>	<ul style="list-style-type: none"> • 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
3.	<p>Messenger</p> <p>One</p> <p>Rs. 21,096/-</p> <p>30 years</p> <p>Project Code -01</p>	<p>High School or equivalent with three years of relevant post qualification experience in the relevant field.</p>	<ul style="list-style-type: none"> • Transport of COVID/ NON COVID samples to and from different labs at THSTI • Preparation of supply kits for clinical sites • Preparation of reagents for processing of samples in lab • Messenger may have to submit samples to various labs and testing centers. • Candidate may have to involve in inventory management and carrying supplies to various clinical sites from THSTI office.
4.	<p>Lab Technician</p> <p>One</p> <p>Rs. 30,000/-</p> <p>35 years</p>	<p>B.Sc-MLT from a recognized University with at least one year of post qualification experience. Candidates with prior experience in ELISA, PCR, RT-PCR, nucleic acid isolation will be preferred.</p>	<ul style="list-style-type: none"> • Sample collection, processing and storage. • Performing molecular and serological assays • Data entry, analysis and report generation • Managing inventories

- Last date for receipt of online application : **13th January 2022.**
- The applications will be scrutinised/shortlisted and processed for further selection.

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) The no. of vacancies indicated above may change subjected to the actual requirement at the time of Written test/interview.
- j) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
- k) 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 (if any)
- v) Graduation/Diploma degree certificate / Mark sheet (if any)
- vi) Post-Graduation degree/diploma (minimum duration 2 years) certificate & Mark sheet (if applicable)
- vii) PhD degree/certificate (if any)
- 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. 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).

“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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