(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/09/2022   **Dated : 1st April, 2022**

RECRUITMENT NOTIFICATION

a) Translational Health Science and Technology Institute (THSTI) is an autonomous institute of the Department of Biotechnology (DBT), Ministry of Science & Technology, Government of India. THSTI is a part of the interdisciplinary Biotechnology Science Cluster at Faridabad, Haryana in the National Capital Region (NCR). The institute is a dynamic enterprise with a mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into products to improve human health.

b) THSTI has built several inter-institutional collaborations and connectivity with industry supported by well-trained teams of researchers 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 diseases d) Multidisciplinary clinical and translational research. These programmes are strengthened by the four core facilities viz. Small Animal Facility, Data Management Centre, 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.

c) Applications are invited from eligible candidates to fill up the following core positions of THSTI:

S. No.	Name of the post	SC	ST	OBC-NCL	EWS	UR	Total no. of post
1.	Administrative Officer	-	-	-	-	1	1
2.	Technical Officer-I	1	-	-	-	-	1

d) **Educational Qualification and Experience required for the posts :**

S. No.	Name of the Post/ Pay Level/ / Age Limit/ No. of post	Qualifications & Experience	Job Description
1	**Administrative Officer** Level 11 of the pay matrix (Rs 67,700 – 2,08,700/-)	**For Direct Recruitment:** **Essential :** (i) Graduate with PG Degree/Diploma in Finance / Accounts or CA/ICWA	Overall Supervision and monitoring of Finance & Accounts section. Implementation and follow-up action on the policy matters of the Institute and any other

	i. Age limit for direct recruitment: 40 years ii. Age limit for deputation : 56 years One post (UR)	(ii) Nine years' supervisory experience in the relevant functional area in a Govt. / PSU / Central Autonomous body/Corporate office of large Public Limited Company. **Desirable:-** Knowledge of Government Rules and Regulations and working in computerized environment. **For Deputation :** Officials from the Central Govt/ State Govt/ Universities/ PSUs/ or Govt. funded research organizations/ institute, subject to fulfilment of the following conditions: (a) Possessing the qualifications prescribed for direct recruits (b) (i) Holding analogous post on regular basis or (ii) With 5/6/7 years' regular service in Level-10/8/7 of Pay Matrix	task/jobs as may be assigned by the authorities of the Institute from time to time.
2	**Technical Officer-I** Level 6 of the pay matrix (Rs 35,400 – 1,12,400/-) Age limit : 35 years One post (SC)	**Essential:** Graduate degree in Life Sciences with minimum five year's experience. **Desirable:** Post Graduate degree in Life Sciences with three year's experience	(i) Candidates should have competencies and work experience in (a) DNA extraction from clinical and environmental samples (b) Metagenomic and genomic DNA library preparation. (c) Running and maintenance of DNA sequencers(Capillary Array DNA sequencer and NGS). (ii) The work experience should be supported by relevant publications/ Certificate for training on DNA sequencing from a reputed institution.

Note 1 : Minimum duration of PG degree /Diploma should be of two years
Note 2 : Although none of the above positions is reserved for the Persons with benchmark disabilities (PwBD) but these positions have been identified as suitable for them under following categories:
Position at S.No. 1: OL, OA, BL, OAL
Position at S.No. 2: OL
Abbreviations used :OL- One Leg, OA- One Arm , BL- Both Leg, OAL- One Arm One Leg

e) GENERAL TERMS & CONDITIONS:

1. All educational, professional and technical qualification should be from a recognized Board/University.
2. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' while appearing in the selection process (written test/skill test/interview) barring which their candidature will be cancelled.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post. The candidates are required to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written/interview.
5. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same in English duly attested by a Gazetted officer or notary is to be uploaded.

6. Age and other relaxations for direct recruits :

S.No.	Category	Age relaxation permissible beyond the upper age limit
i	PwBD (UR) PwBD (SC)	10 years 15 years(only for the post at Sl no.2)
ii	Central Government servants	5 years provided they have rendered at least three years continuous services
iii	Ex-servicemen	5 years, provided they have rendered at least five years military services
iv	THSTI and Departmental candidates	1. Upper age limit shall be relaxed up to 5 years for the existing employee of THSTI and employee of the Department of Biotechnology 2. Upper age limit shall not be applicable for all persons already working with THSTI and Department of Biotechnology for the last five years or more as on 20th February 2020
v	SC	The age is relaxable upto 5 years for SC candidates only in respect of vacancies reserved for them

NOTE: A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government.

7   Upper age limit may be relaxed by 1 year in case of exceptional and meritorious candidates by the approving authority.
8   Closing date of Online Application will be the CRUCIAL DATE for determining eligibility with regard to age, essential qualification etc.
9   Number of positions to be filled will be as per the Institute's need and availability of the suitable candidates.

10   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.

11   Only shortlisted candidates will be called for written test/skill test/interview/presentation.

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

13   Canvassing false information in any form will be a disqualification

14   With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall prevail.

f)   How to apply:

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

- A soft copy of your passport size photo and signature. (jpeg/jpg/png format)
- A comprehensive CV containing details of qualification, positions held, professional experience / distinctions etc.
- Matriculation certificate (equivalent to 10th Standard) / Mark sheet
- Intermediate certificate (equivalent to 12th Standard) / Mark sheet
- Graduation degree certificate / Mark sheet
- Post Graduation degree certificate / Mark sheet (if applicable)
- Relevant experience certificates
- Forwarding letter / NOC from the current employer in case of candidates working in Govt. / PSUs / autonomous bodies
- Caste / Disability certificate in the format prescribed by the Govt. of India

II.   **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:

General, OBC & EWS candidates (For Level 6)	Rs 236/-
General, OBC & EWS candidates (For Level 11)	Rs. 590/-

Note : SC/ST/Women/PwBD candidates are exempted from payment of application fees

i)   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.

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

iii) 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.

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

v) 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).

g) Important Dates:

Publication of advertisement in Employment News	09th April 2022
Publication of advertisement in national dailies	3rd April 2022
Publication of advertisement on website	1st April 2022
Last date for receipt of online application	30th April 2022

"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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