

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

**Rolling Recruitment notice no.: THS-C/RN/05/2022**

**Dated: 19 May 2022**

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 Centre, 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 vacancies under Clinical Development Services Agency (CDSA) of THSTI. CDSA is a niche centre of THSTI established to facilitate development of affordable healthcare products for public health diseases. It is the only public Centre in the country created with a mandate to support and nurture cost-effective, high quality, not-for-profit technology-based preclinical and clinical product development as well as support clinical research conducted by public agencies. It works towards development of an eco-system for training and learning and work with public sector institutions, and small and medium enterprises (SME) to translate innovative technologies into medical products for public good.

The main objectives of CDSA are

- a) As an academic Clinical Research Unit, to undertake & provide end -to- end clinical study support for investigators and SMEs in study planning, set up, conduct: project management, monitoring, data management, safety reporting, analysis and report writing
- b) Build research capacity and capability through high quality training in the area of clinical development/trials and regulation
- c) Support and strengthen clinical research environment in the country
- d) Regulatory science and policy support: provide tools and approaches to support researchers, regulators, health policy makers & industry

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

1.	<b>Name of the post&amp; No.</b>	Consultant Data Manager (01 Position))
	<b>Name of the Study</b>	A Phase III, Multicenter, Randomized, Double-blind, three arm Placebo controlled Trial to Evaluate the Efficacy and Safety of two vaccines in Preventing Tuberculosis (TB) in Healthy Household Contacts of Newly Diagnosed Sputum Positive Pulmonary TB Patients funded by ICMR in Six States of India
	<b>Age Limit</b>	45 years
	<b>Emoluments</b>	Up to Rs. 75,000/-
	<b>Duration</b>	One year and likely to be continued
	<b>Location</b>	The Person will be posted at ICMR Delhi office occasionally coming to CDSA Faridabad.
	<b>Minimum Educational Qualification and Experience</b>	<p><b>Essential:</b></p> <p>Educated to Graduation degree level in healthcare field, IT, Computer Applications with 4 years' experience in clinical data management and/ or data analysis</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree in healthcare field, IT, Computer Science, Computer Applications with 2 years' experience in clinical data management and/ or data analysis</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) B.E. (Computer Science)/B. Tech (Computer Science) from a recognized University</li> <li>2) Doctorate or M. Tech Degree in Computer Science or relevant subject form a recognized University.</li> <li>3) Knowledge of MySQL, Data Mining, Data cleaning and Data analytic.</li> <li>4) Familiarity with CDMS and/or SAS/ R or any other programming Skills</li> <li>5) Working knowledge of C++/JAVA and PHP and web development. Working knowledge of working and development in LINUX environment.</li> </ol>
	<b>Responsibilities</b>	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Providing data management services for the project</li> <li>• Providing exploratory data analysis support as per requirement of the group</li> <li>• Providing technical support to the consortium.</li> <li>• Working knowledge of Query management, data cleaning, data freezing and data archival.</li> </ul>

		<ul style="list-style-type: none"> <li>• Sound knowledge of Clinical Database Development tools, logics and techniques and GCDMP</li> <li>• Working knowledge of database standards</li> <li>• AE/SAE reconciliation</li> <li>• Preparing interim reports and review of listings of data for clinical trial status and data extraction in collaboration with the statistician</li> <li>• Lead in preparation of datasets for analysis including data cleaning and ensuring compliance with the data protection.</li> <li>• Preparation of Data transfer guidelines for external data load and self-evident correction chart.</li> <li>• Interact with other project team members to support the set-up, maintenance, and closure of the Data Management aspects of the project.</li> <li>• Working knowledge of Quality Check of Database Design, Validation Program, Annotated CRF, Data Extract Views, Laboratory Details, Site and Investigators and Final Data Listings</li> <li>• Working knowledge of study development process, CDM SOPs, CDISC &amp; SDTM standards</li> <li>• Any other responsibility assigned by the PI</li> </ul>
	<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• IT literate (experience with Microsoft based applications and other CDMS applications)</li> <li>• Must have experience in handling EDC tools</li> <li>• Demonstrated knowledge of validation programming</li> <li>• Demonstrated knowledge of query management and data cleaning</li> <li>• Must understand clinical trials and familiarity with clinical data management functions.</li> <li>• Good interpersonal, verbal and written communication skills.</li> <li>• Client focused approach to work.</li> <li>• A flexible attitude with respect to work assignments and new learning.</li> <li>• Meticulous attention to detail.</li> </ul> <p>Effective time management in order to meet metrics or team objectives.</p> <ul style="list-style-type: none"> <li>• Commitment to project and team goals.</li> <li>• Must be able to work independently but seek guidance when necessary.</li> <li>• Team player with outstanding inter-personal, negotiation skills and organizational skills.</li> <li>• Sense of urgency in completing assigned tasks</li> <li>• Exhibits a sense of urgency about solving problems and completing work.</li> <li>• Shows commitment to and performs consistently high-quality work. Ability to model behaviors and ethics in line with CDSA Mission and Vision.</li> </ul>
<p>➤ Call for application will remain open till suitable candidate are found.</p> <p>➤ Deadline for receipt of application for each quarter : July 2<sup>th</sup> , October 24<sup>th</sup> 2022.</p>		

**SUBMISSION OF APPLICATION WILL BE THRU ONLINE MODE ONLY OTHERWISE IT WILL GET REJECTED OR IGNORED.**

**GENERAL TERMS & CONDITIONS:**

- a) For position the incumbent will be permitted to undertake consultancy services on behalf of the institute and retain a percentage of the consultancy fees as per the Bye-laws of the institute.
- b) The position with a probation period of three months. The 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.
- c) All educational, professional and technical qualification should be from a recognized Board/University.
- d) The experience requirement specified above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.
- e) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.
- f) The number of positions to be hired, 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.
- g) 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.
- h) All results will be published on our website and all future communications will be only through email
- i) 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.

- 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 wrong in any form will be a disqualification.
- l) The candidate may be transfer to site location as per the project requirement and management discretion.

**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/Diploma degree certificate / Mark sheet
- vi) Post-Graduation degree certificate & Mark sheet (if applicable)
- vii) PhD/MD Degree (if applicable)
- viii) Relevant experience certificates (if applicable)
- 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](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 [hr.cdsa@thsti.res.in](mailto:hr.cdsa@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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