

(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

RECRUITMENT NOTICE NO. : THS/RN/23/2022

Dated 15<sup>th</sup> June 2022

RECRUITMENT FOR VARIOUS POSITIONS

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 of THSTI under the following projects:

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	Desirable Qualification & Experience/Job Responsibilities
Project: A multi-country, multi-centre, three-arm, parallel group, double-blind, placebo-controlled, randomized trial of two doses of antenatal corticosteroids for women with a high probability of birth in the late preterm period in hospitals in low-resource countries to improve newborn outcomes (ACTION-III Trial)			
1.	Project Coordinator  One  Rs. 45,000/-  45 years	Graduate in any discipline with at least six years of post-qualification relevant administrative experience in government organization/ organization of repute.  Essential: • Good English communication skills	The selected candidate will be responsible for providing support to project management team in performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work. He/ She will be responsible for :

		<ul style="list-style-type: none"> <li>• Demonstrated ability to understand, explain and communicate and manage project using standard tools and templates</li> <li>• Computer skills including proficiency in use of Microsoft Office, MS-Word, Excel, Power-point applications</li> </ul>	<ul style="list-style-type: none"> <li>• Implementing, maintaining and developing efficient and effective administrative systems</li> <li>• Providing admin support for conferences, workshops and project related field visits</li> <li>• Assisting in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings</li> <li>• Arranging for travel and hotel reservations; preparing travel authorizations,</li> <li>• Processing requests for visas, identity cards and other documents for research staff.</li> <li>• Providing support for efficient functioning of the Project Team</li> <li>• Ordering and checking resources and purchases for the team</li> <li>• Liaising with the project manager at the clinical site for ensuring smooth conduct of study at site: adequate staff at site , site staff leaves, contract extension, salaries; procurement of equipment and consumables for site</li> <li>• Developing a system to ensure timely delivery of supplies to site</li> <li>• Primary liaison with the Procurement Department for equipment order placement process invoices when received</li> <li>• Handling requests of travel and logistics arrangements for the team</li> <li>• Arranging transportation, regular vehicle maintenance and insurance;</li> <li>• Management of office stationery supplies, including maintenance of office assets and stationery, distribution of stationery as required by staff and keeping a log of distribution</li> <li>• Maintaining filing system ensuring safekeeping of essential documents for the trial;</li> <li>• Follow up on deadlines, commitments made, actions taken</li> </ul>
<p>Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 24th June 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001</p>			
<p>Project: GIISER South-Asia</p>			

2.	Senior Project Assistant  One  Rs. 45,000/-  30 years	Bachelor degree in any branch with four <b>years' of post qualification</b> experience in the administration/ project management.	<ul style="list-style-type: none"> <li>➤ Basic knowledge of computer skills including proficiency in use of Microsoft Office, Ms-Word, Excel, PowerPoint applications</li> <li>➤ Proficiency in typing , Good English communication skills</li> <li>➤ Demonstrated ability to understand, explain and communicate and manage project using standard tools and templates</li> <li>➤ Should be able to handle word processor and conversant with secretarial practice Effective time management skills and ability to manage competing priorities</li> <li>➤ Good knowledge of Excel for office accounting and budgeting</li> <li>➤ Interpersonal skills and ability to work effectively in a team</li> </ul>
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 28th June 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup>Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001

Project: Developing HIV broadly neutralizing antibodies as a prevention product for global access through antibody half-life extension engineering  
PI : Dr. Jayanta Bhattacharya

3.	Project Assistant  One  Rs. 40,000/-  30 years	Bachelor degree in any branch with five <b>years' of post qualification</b> experience in the relevant field.	<ul style="list-style-type: none"> <li>➤ Experience and knowledge in basic molecular Biological and bacteriological techniques like DNA isolation, Electrophoresis, preparation of buffers, media and competent cells.</li> <li>➤ Aware of autoclaving and other sterilization methods.</li> <li>➤ Inventory management of lab materials, chemicals and freezers.</li> <li>➤ Working experience in BSL-2 laboratories, maintenance and cleaning of laboratory and equipment. Experience in handling of biohazardous samples.</li> <li>➤ Coordination with clinical partners in sample transportation</li> </ul>
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 29th June 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup>Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001

Project : SARS-CoV2 animal challenge model for preclinical and translational research  
PI : Dr. Amit Awasthi

4.	Technical Assistant  Two  Rs. 25,000/-  30 years	Standard 12 <sup>th</sup> with Science from a recognized board with one year post qualification experience in the relevant field.	To assist in animal maintainance, animal cage changing, cage cleaning etc. Preference will be given to those candidates who have similar work relatd experiences.
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 29th June 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup>Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001

Project : Translational Research Consortium for Establishing Platform Technologies to Support Prophylactic and Therapeutic Strategies for Dengue – Discovery to Proof-of-Concept  
PI : Dr. Sweety Samal

5.	Lab Attendant  One  Rs. 24,000/-  30 years	Standard 12 <sup>th</sup> with two years of post-qualification working experience in research lab.	Basic knowledge of biology, chemistry and other course related to science is desirable.
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 27th June 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup>Milestone, 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:

1. 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.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
4. 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.
5. 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 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.

6. Number of positions may vary depending upon the requirement at the time of interview.
7. All results/notifications will only be published on our website. Therefore, the candidates should visit THSTI website regularly.
8. All communications will only be made through email.
9. Canvassing wrong in any form will be a disqualification.

(M.V.Santo)  
Head-Administration

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