

RECRUITMENT NOTICE NO. : THS/RN/29/2022

Dated 22nd July 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:

Project Code	Project Name
01	GIISER-South Asia
02	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)

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	Desirable Qualification & Experience/Job Responsibilities
1.	Quality Monitor One post Rs. 70,000/- 35 years Project Code 01	PG Professional degree in Life Sciences with three years of post-qualification experience of monitoring and implementing quality in clinical research projects OR	Monitor clinical data quality and bio-specimen collection process. Preparation and implementation of monitoring plan. Able to generate and resolve Queries using logic checks. Able to prepare monitoring reports and trend analysis. Training, if needed, of site staff.

		PG degree in Life Sciences with five years of post-qualification experience of monitoring quality in clinical research.	Preparation and maintenance of study related logs.
Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 3 rd August 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3 rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001			
2.	Data Scientist One post Rs. 50,000/- 35 years Project Code 01	M.Sc. Statistics/ B.Tech/BE or equivalent degree in Computer Science /IT /Engineering degree where computational analysis methods development was a major component of the degree.	<ul style="list-style-type: none"> • Proficiency in R Programming • Program data validation checks and listing to identify discrepancies • Preparing data sets for statistical analysis • Perform Exploratory data analysis (EDA), data analysis, and data visualization • Helping in the preparation of manuscript-ready Tables and figures • Developing R codes for Data Cleaning, data analysis, and data visualization. • Willingness to learn and explore.
Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 3 rd August 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3 rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001			
3.	Project Assistant One post Rs. 45,000/- 35 years Project code 02	<p>Essential Qualification and Experience: Post graduate degree in a health related discipline with at least one year of post qualification relevant/ administrative experience in government organization/ organization of repute.</p> <p>OR</p> <p>Graduate in any discipline with at least three years of post qualification relevant/ administrative experience in government organization/ organization of repute</p> <p>Essential:</p> <ul style="list-style-type: none"> • Good English communication skills • Demonstrated ability to understand, explain and communicate and manage project using standard tools and templates • Computer skills including proficiency in use of Microsoft Office, Ms-Word, 	<p>The selected candidate will be responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work.</p> <p>He/ She will be responsible for :</p> <ul style="list-style-type: none"> • Implementing, maintaining and developing efficient and effective administrative systems • Providing admin support to conferences, workshops and project related field visits • Assisting in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings • Arranging for travel and hotel reservations; preparing travel authorizations, • Processing requests for visas, identity cards and other documents for research staff. • Providing support for efficient functioning of the Project Team

		<p>Excel, Power-point applications</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Proficiency in typing • Should be able to handle word processor and conversant with secretarial practice Effective time management skills and ability to manage competing priorities. • Good knowledge of Excel for office accounting and budgeting • Interpersonal skills and ability to work effectively in a team 	<ul style="list-style-type: none"> • Ordering and checking resources and purchases for the team • Liaising with the project manager at the clinical site for ensuring smooth conduct of study at site: adequate site staff , site staff leaves, contract extension, salaries; procurement of equipment and consumables for site • Developing a system to ensure timely delivery of supplies to site • Primary liaison to the Procurement Department for equipment order placement process invoices when received • Handling requests of travel and logistics arrangements for the team • Arranging vehicle transportation, regular vehicle maintenance and insurance; • 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 • Maintaining filing system ensuring safekeeping of essential documents for the trial; • Follow up on deadlines, commitments made, actions taken <p><i>The project assistant will be based at THSTI</i></p>
<p>Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 8th August 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad - 121001</p>			
4.	<p>Field Supervisor</p> <p>One post</p> <p>Rs. 40,000/-</p> <p>45 years</p> <p>Project code 01</p>	<p>Graduate degree in a Science/ Relevant subject from a recognised University with minimum five years of post-qualification work experience in research.</p> <p>OR</p> <p>DMLT from a recognized University with two years of post-qualification experience in the relevant field.</p> <p>Desirable: Experience of working with covid samples / covid related work.</p>	<p>The Field Supervisor will be responsible for:</p> <ul style="list-style-type: none"> • Conduct Home Visits of enrolled study subjects for filing of Case report forms (CRF) • Surprise Home Visits of enrolled study subjects as per study protocol for quality check-up • Collect clinical data and biological sample collection, handling, processing. • Schedule and Supervise human blood collection and transportation • Inventory management • Follow-up of defaulter cases

Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 3rd August 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad - 121001

5.	Technician One post Rs. 25,000/- 30 years Project code 01	B.Sc./three years DMLT from a recognized University with one year of post qualification experience in research.	Bio-specimen and associated data collection and transport
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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:

- 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) 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.
- e) 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.
- f) Number of positions may vary depending upon the requirement at the time of interview.
- g) All results/ notifications will be published on our website. Therefore, the candidates should visit THSTI website regularly.
- h) All communications will only be made through email.
- i) Canvassing in any form will be a disqualification

“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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