

(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/18/2023**

**Dated 29<sup>th</sup> March 2023**

**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. THSTI has established various centres namely (a) Centre for Maternal and child health, (b) Centre for Virology, Therapeutics and Vaccines (c) Centre for Tuberculosis research (d) Centre for Human Microbiome research, (e) Centre for bacterial diseases and anti-microbial resistance research (f) Centre for Immunobiology and Immunotherapy (g) Centre for Drug design and Discovery (h) Clinical Development Services Agency (i) Computational and Mathematical Biology Centre (j) Centre for Bio-design . These centres are strengthened by many core facilities viz. Bioassay Laboratory, Biorepository, Biosafety Level-3 Lab, Data Management Centre, Immunology Core laboratory, Multi-OMICS facility, Experimental Animal Facility, Vaccine design and Development facility etc 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 vacancy of THSTI under the projects entitled "**Epidemic preparedness through rapid vaccine development: support of Indian vaccine development aligned with the global initiative of the Coalition for Epidemic Preparedness Innovations (CEPI) and Translational Research Program (TRP) (PI: Prof. Pramod Kumar Garg)**"

**Educational Qualification and Experience required for the post:**

<b>S. No.</b>	<b>Name of the Post/ No. of Post / Max Monthly emoluments/ Age Limit</b>	<b>Minimum Qualifications &amp; Experience</b>	<b>Desirable Qualification &amp; Experience/Job Responsibilities</b>
<b>1.</b>	<b>Section Officer</b>  Two posts  Rs. 75,000/-	Post Graduate Degree or Diploma in any discipline from a recognized University with minimum four years' of relevant post-qualification work experience	➤ Dealing in Personnel & Administration / Academic Matters

	35 years	preferably in Govt. / PSU / CAB / Corporate office of large Public Limited Company. OR Graduate Degree in any discipline from a recognized University with minimum six years' of relevant post-qualification work experience preferably in Govt. / PSU / CAB / Corporate office of large Public Limited Company.	➤ Knowledge of Government Rules and Regulations and working in computerized environment  <b><u>Desirable:</u></b> Candidates having experience in academic matters of a university/ research institute. or Admin/Legal matters.
➤ Last date for receipt of online application : <b>21<sup>st</sup> April 2023.</b> ➤ The applications will be scrutinised/shortlisted and processed for further selection.			

### **GENERAL TERMS & CONDITIONS:**

- a) This is a short-term position and extension will be granted subject to satisfactory performance of the incumbent and tenure of the project for which he/she is selected. The person appointed to this position will not have any claim for regularization of his/her 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. 6. 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.
- g) All results/notifications will only be published on our website. Therefore, the candidates should essentially visit THSTI website, regularly.
- h) All communications will only be made 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) The no. of vacancy indicated above may change subjected to the actual requirement at the time of Written test/skill test/interview.
- k) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
- l) Canvassing wrong information 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
- v) Graduation/Diploma degree certificate / Mark sheet
- vi) Post-Graduation degree certificate & Mark sheet (if applicable)
- vii) PhD degree/certificate (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. 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 590/-
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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