Recruitment notice no.: THS-C/RN/10/2023   **Dated: 13th June 2023**

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 the project entitled "**Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context-specific solutions**" for project positions at Clinical Development Services Agency (CDSA) center. CDSA is a niche center of THSTI established to facilitate the 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

Applications are invited from eligible candidates to fill up the following positions under "Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context - specific solutions" DBT, CDSA-THSTI :

1.	Name of the post	**Data Entry Operator, 01 Position**
	Consolidated salary per month	Up to Rs 18,000
	Duration	12 months
	Age	18-30 years
	Location	University College of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi Safdarjung Hospital, New Delhi Lady Hardinge Medical College, New Delhi
	Job profile	The Data Entry Operator will be responsible for: • The Data Entry Operator will be responsible for error free data entry and management of data within the defined timelines • He / she will be responsible for providing support in maintenance and filing of all data management documents at site • Receiving Case Report Forms (CRFs) from clinical team • Maintain accountability of received CRF pages. • Provide support to update the online trackers • Keeping track of reports and provide support in extraction of data
	Qualifications and Experience	• Graduate in any discipline and Fresher/ Experienced (0-1) year experience in a reputed organization as data entry operator **OR** • Intermediate/ 12th and 2 years' experience in a reputed organization as data entry operator. • Desirable: Minimum 06 months computer diploma from reputed institute.
	Skills	• Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in use of Microsoft Office applications • Good organizational behavior and problem-solving skills • Well versed in recording the data • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good spelling, grammar, and punctuation skills
2.	Name of the post	**Field Assistant, 2 Positions**
	Consolidated salary per month	Rs 24,800
	Duration	12 months
	Age	18-30 years
	Location	• University college of Medical Science, New Delhi • Dr. Baba Saheb Ambedkar Hospital, New Delhi • Safdarjung Hospital, New Delhi • Lady Hardinge Medical College, New Delhi • National Institute of Immunology, New Delhi
	Job profile	The Field worker will be responsible: • To collect the sample from study sites and transport toTHSTI for bio-repository and sites for analysis • Packing of the biological samples as per protocol/SOPs. • Ensure optimal sample Storage conditions at collection center/packaging and dispatch

		• Communicating with clinical and lab personnel forcoordination of sample transport • Including night shift. • Night duty allowance will be paid as per GoI rules.
Qualifications and Experience		Standard 10 with 3 years' experience in laboratory doing clinicalresearch **OR** Standard 12 with 1 year experience in clinical field work or inlaboratory doing clinical research **OR** Degree/Diploma in MLT. **OR** Degree/Diploma in clinical research **Desirable:** • Experience in clinical research field work; communicating with participants; making home visits for data collection/ sample collection; transport of samples
	Skills	• Basic knowledge and ability to conduct clinical lab relatedmonitoring. • Good written and verbal communication skills with understanding of local language and basic understandingof English. • Ability to read and write multiple local languages will bepreferred. • Fair negotiation and problem-solving skills. • Effective time management skills and ability to managefield-based activities • Ability to establish and maintain effective workingrelationships with team.
	➢ Last date for receipt of online application: 03rd July 2023. ➢ The applications will be scrutinized/shortlisted and processed for further selection	

GENERAL TERMS & CONDITIONS: -

a) These short-term positions and extensions will be granted subject to the incumbents' satisfactory performance and the project tenure 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 qualifications 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 up to the extent of service rendered in defense forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service.

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

h) 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.

i) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.

j) Canvassing 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/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. 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 **personnel@thsti.res.in** along with the screenshot of the error displayed (if any).

"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply"

(M.V. Santo)
Head-Administration

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