Recruitment notice no.: THS-C/RN/24/2023   **Dated: 23 November 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 for project positions at Clinical Development Services Agency (CDSA) center. CDSA is a niche center 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

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

1.	Name of the post	Lead: Data Science (Equivalent to Research Scientist)
	Number of posts	One
	Emoluments	Rs. 1,10,000/-
	Age	40 years
	Duration	One Year
	Minimum Educational Qualification and Experience	**Essential Qualifications and Experience:** Post graduate degree from a recognized university preferably in Computer application/ Computer science/ Data science with experience of working in a research or healthcare environment and at least 6 years of work experience in clinical data science and/ or data management **OR** Post graduate professional degree preferably in Computer application/ Computer science/ Data science with experience of working in a research or healthcare environment and at least 5 years of work experience in clinical data science and/ or data management **OR** Professional graduate degree preferably in Computer science/ Computer application with experience of working in a research or healthcare environment and at least 7 years of work experience in clinical data science and/ or data management **OR** Graduate in any discipline with one-year diploma in computers with experience of working in a research or healthcare environment and at least 8 years of work experience in clinical data science and/ or data management **Essential:** • Working knowledge in software design and development, techniques, testing and validation methodologies and software documentation. • Strong IT skills • Experience in Clinical Data Management, and should be able to develop and implement data management standards and procedures and working instruction manuals **Desirable:** • Degree/ diploma or an equivalent degree in systems management or information technology from a reputed institution. • Degree/ diploma in Clinical research or Clinical data management • Should be well versed with technologies: SQL, MS Dot.Net, JavaScript, HTML, Web services, Content Management System.
	Essential Functions	This position is responsible for supporting Head Data Science during planning of data management for assigned clinical studies and trials, contributing to grant application in terms of data management, data protection and data security; budgeting for data management. The Lead – Data Science will have direct line reports like, but not limited to data manager, quality analyst, data coordinator and data entry operator.

		The post will work closely with the Faculty In charge of CDSA and Head Data Science.
	Responsibilities	**Contributing to database development and data management platforms** • Interact with study teams (including Data Management, CPM and Statistics) to understand the data and project management needs and develop appropriate data management solutions • Support project specific DM staff in designing CRF, developing CRF annotation and data dictionary, data validation rules. • Ensure a robust data security and data backup plan for the project. • Support DM team in developing project specific database with quality control validation rules • Support study team during the database user acceptance testing process • Contribute with technical input and research on procurement of clinical data management and monitoring tools • Support software validation (performance qualification) • Support integration and upgradation of medical dictionaries within the application if necessary. **Data management support** • Interact with study teams (including Data Management, CPM and Statistics) to understand the data and project management needs and develop appropriate solutions • Study documents: Support project specific DM and other research staff in developing a data management plan, core variable table, and other study specific documentation as required • Plan and develop study specific DM requirements (storage/archival) in consultation with study team. • Ensure dedicated server /server space for study data with a data archival plan • Support the study teams in setting up paper/ remote or electronic data capture at the site • Oversee DM activities at the assigned clinical site • Lead in preparation of datasets for analysis including data cleaning and ensuring compliance with the data protection. **Data quality and methodology** • Support the study DM team to develop a workplan plan for study specific data quality control and query management; Provide oversight to the implementation of the workplan • Support the study DM team to develop a statistical monitoring plan to support data quality control • Provide efficient approaches to quality control through supporting project teams in the identification of missing data, inconsistencies in the data over time, protocol deviations and reliability of data. Working in conjunction with the study teams to achieve these deliverables.

➢ **Last date for receipt of online application: 10-12-2023.**
➢ **The applications will be scrutinized/shortlisted and processed for further selection.**

GENERAL TERMS & CONDITIONS:

a) The positions will be hired initially for a period of one year with a probation period of six 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.

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 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.

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.

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 wrong in any form will be a disqualification.

1 HOW TO APPLY:

Documents to be kept handy before filling up the online application: all the documentsexcept (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 qualifications, 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 https://thsti.res.in/en/Jobs 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 futurereference.

➢ 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 feeamount
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 nocorrespondence 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** 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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