

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway, P.O. Box No. 04, Faridabad - 121001

RECRUITMENT FOR ADMINISTRATIVE AND TECHNICAL POSITIONS

Recruitment Notice No. THS / RN /06/2018

- a) 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 tangible products to improve human health.
- b) THSTI has set up niche centres for research in areas relevant to planned translational work. They are: Vaccine and Infectious Disease Research Centre (VIDRC), Paediatric Biology Centre (PBC), Centre for Bio-design & Diagnostics (CBD), Drug Discovery Research Centre (DDRC), Centre for Human Microbial Ecology (CHME) and Policy Centre for Biomedical Research (PCBR). Clinical Development Services Agency (CDSA) and National Bio-design Alliance (NBA) are THSTI's extramural centres.
- c) Centre for Bio-design and Diagnostics (CBD) has been established as a niche centre of THSTI. The primary mission of this centre is to promote an effective translational route of basic findings through a multidisciplinary approach, combining new bio markers, medical technology innovation, product development and clinical expertise. The centre would focus on establishing high quality, affordable technologies and ensuring their development to reach patients. Major areas of research are broadly divided between diagnostics and medical technologies covering implants and devices.
- d) PBC conducts hypothesis driven research on the biological basis of childhood health and diseases. The knowledge generated will be incorporated in THSTI institutional networks in developing diagnostic and therapeutic modalities. The interdisciplinary effort will need to knit together expertise from the fields of paediatrics, infectious disease, microbiology, immunology, cell and molecular biology, systems biology, imaging studies, clinical trials, biostatistics and epidemiology, among others.
- e) The HIV Vaccine Translational Research (HVTR) lab examines novel AIDS vaccine platforms and immunogen, standardizes preclinical testing of AIDS vaccine candidates, and develops candidates for evaluation in clinical trials. It is an innovative discovery program directed at designing, testing and implementing high-throughput (HT) strategies for HIV-1 envelope-based immunogen screening and prioritization to help discover and advance novel HIV vaccine candidates. The program is targeted to expand the number of vaccine candidates for testing, and enhance the speed with which they can be assayed. The unique industrial-type high-throughput vaccine design, screening and selection processes proposed will be largely facilitated by interdisciplinary interaction and thus driven by principles of international collaboration, high-quality science and vaccine-oriented applied research.
- f) This recruitment is to fill up the vacancies of THSTI under the following projects:

Project code	Project Name
01	Multiplexed Point-of-Care test for acute febrile illness (oPOCT)
02	Maternal micronutrient and genetic associations with pregnancy outcomes in North India
03	Isolation and characterization of monoclonal antibodies from HIV-1 subtype C infected individuals

g) Following are the vacancies under the projects:

S. No.	Name of the Position / Project Code / No. of Positions / Maximum monthly consolidated emoluments/ Age Limit	Minimum Qualifications & Experience	Job Description
1.	<p>Project Researcher</p> <p>Project Code: (01)</p> <p>Two Positions</p> <p>Upto Rs. 55,000/-</p> <p>32 years (research position)</p>	<p>Post Graduate Degree in Life Sciences/ Biological Sciences with minimum 1 year of research experience.</p> <p>Desirable:</p> <p>Candidates having experience in Hybridoma, immunoassay development, lateral flow assay, ELISA, monoclonal antibody generation, phage display, recombinant protein production, Pichia pastoris expression system etc. will be preferred.</p>	<ul style="list-style-type: none"> Will be involved in the production of recombinant proteins, generation of hybridoma, generation of Lateral flow assay, ELISA assay etc.
2.	<p>Management Assistant</p> <p>Project Code: (02)</p> <p>One Position</p> <p>Upto Rs. 34,000/-</p> <p>30 years</p>	<p>Graduate with three years of relevant experience preferably in finance/ project management.</p> <p>Desirable:</p> <p>Good skills with Microsoft Office. Proven interpersonal skills and ability to work effectively in a team. Good knowledge and proficiency in English typing skills. Administrative/ working knowledge.</p>	<ul style="list-style-type: none"> Shall be responsible for drafting emails, circulars and letters, handling communications between the funding agency and the project investigators, conducting meetings and preparing minutes of the meeting, independent handling the human resources and purchases, handling budget and financial statements. Shall also be responsible for implementing, maintaining and developing efficient and effective administrative systems, providing project management assistance for all study related activities, handling requests of travel and logistics arrangements for the team, providing admin support to conferences, workshops, investigator meetings and project related field visits and follow up on deadlines, commitments made, actions taken.
3.	<p>Data Entry Operator</p> <p>Project Code: (02)</p> <p>One Position</p> <p>Upto Rs. 35,000/-</p> <p>30 years</p>	<p>Graduate in any discipline with 3 years' experience as clinical data entry operator.</p> <p>Desirable:</p> <p>The candidate should have basic computer skills & good interpersonal skills, good written and spoken English.</p>	<ul style="list-style-type: none"> Shall be responsible for receiving CRFs from clinical operations team, maintaining accountability of received CRF pages and performing accurate data entry into the database

4.	Lab Attendant Project Code: (03) One position Upto Rs.17,010/- 30 years	Standard 12 th with 1 year of working experience in a research laboratory. OR Standard 10 th with 3 years of working experience in a research laboratory. Desirable: Experience in helping scientists with different experiments, knowledge and maintenance of standard laboratory equipments.	<ul style="list-style-type: none"> • Shall be responsible for washing and cleaning laboratory glassware and plastic ware, preparation and autoclave of media, buffers, reagents; coordinate between lab management and stores/purchase.
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h) Interested candidates fulfilling the criteria as mentioned as mentioned at S.No.1 & 4 in paragraph (f), may walk-in for Written Test/ Skill Test/Interview as per the schedule mentioned below:

S. No.	Name of Post	Date and Registration time for walk-in Written Test/ Skill Test/ Interview	Venue
1.	Project Researcher	21 st March 2018 (Wednesday) (09.30 am - 10.30 am)	THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad - Gurugram Expressway, Faridabad - 121001
4.	Lab Attendant	20 th March 2018 (Tuesday) (09.30 am - 10.30 am)	

- The candidates desiring to apply for the above position must bring 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.
- i) The candidates interested to apply for the post of **Management Assistant and Data Entry Operator** may apply online on or before 23rd March 2018.

The procedure for online application:

- Before filling the online application, do keep the following documents handy:
 - A soft copy of your passport size photo.
 - A comprehensive CV (PDF format) containing details of qualification, positions held, professional experience/distinctions etc.
- Candidates are requested to use Google Chrome internet browser for best results in submission of online application.
- Once the online application is submitted, no correction/ modification is possible.
- In case of any difficulty in filling up the online form, please contact personnel@thsti.res.in
- On successful submission of your application, an auto-generated email containing a reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.

GENERAL TERMS & CONDITIONS:

- These are short term positions and extension will be granted subject to satisfactory performance of the incumbents. Those appointed to these positions will not have any claim for regularization of their employment.
- All educational, professional and technical qualification should be from a recognized Board/University.
- The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
- Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of written exam/skill test.
- 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.

6. 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 Disabilities (PwD) 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. Relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 01/01/1980 to 31 /12/1989 subject to production of relevant certificate from concerned authority. 6. 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 7. There is no upper age limit for the Institute employees who are treated as departmental candidates.
7. Number of positions may vary depending upon the requirement at the time of interview/written exam/skill test.
8. Outstation SC/ST/ PwD candidates called for the written exam/skill test/interview will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of the same.
9. All results will be published on our website and all communications will be only through email.
10. Canvassing in any form will be a disqualification.