

## **RECRUITMENT FOR ADMINISTRATIVE, RESEARCH AND TECHNICAL POSITIONS**

### **RECRUITMENT NOTICE NO. : THS/RN/08/2018**

- 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) 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 pediatrics, infectious disease, microbiology, immunology, cell and molecular biology, systems biology, imaging studies, clinical trials, biostatistics and epidemiology, among others.
- d) 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.
- e) This recruitment is to fill up the vacancies of THSTI under the following projects of PBC and CBD.

<b>Project code</b>	<b>Name of Centre</b>	<b>Project Name</b>
<b>01</b>	<b>PBC</b>	<b>A “bench to bedside” model for clinical and translational science between academic research institutes and hospitals focused on fetal growth restriction and preterm birth</b>
<b>02</b>	<b>PBC</b>	<b>Inter Institutional program for Maternal, Neonatal and infant Sciences – A translational approach to studying Preterm Birth</b>
<b>03</b>	<b>CBD</b>	<b>Multi centric validation of ‘TB –Detect’ and ‘TB Concentration and Transport’ kit and ‘TB DNA extraction kit for diagnosis of TB and drug resistant TB</b>

f) Following are the vacancies under the projects of PBC and CBD :

<b>S. No.</b>	<b>Name of the Position / Project Code / No. of Positions / Maximum monthly consolidated emoluments/ Age Limit (Type of position)</b>	<b>Minimum Qualification and experience</b>	<b>Job Description</b>
<b>01.</b>	<b>Administrative Assistant</b>  <b>Project Code: (01)</b>  <b>One position</b>  Upto Rs. 25,000/-  30 years	Bachelor's degree with minimum 2 years' of relevant experience of working in a government organization	<ul style="list-style-type: none"> <li>• Handling and maintaining file.</li> <li>• Taking memos, sending and receiving correspondences; preparing note for approval.</li> <li>• Coordinating meetings, data entry into govt. softwares and other issues related to administration and finance.</li> </ul>
<b>02</b>	<b>Project Assistant</b>  <b>Project Code: (02)</b>  <b>One position</b>  Upto Rs. 30000/-  30 years	Graduate in Life Sciences or technical degree holder with minimum 2 years' relevant experience.  <b>Skills/ Desirable:</b> <ul style="list-style-type: none"> <li>• Candidates having Biology as a subject in Standard 12 will be preferred.</li> <li>• Knowledge of Microsoft Office.</li> <li>• Proven interpersonal skills and ability to work effectively in a team.</li> <li>• Proficiency in English typing.</li> </ul>	<ul style="list-style-type: none"> <li>• He/ She 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.</li> <li>• Implement, maintain and develop efficient and effective administrative systems.</li> <li>• Provide admin support to conferences, workshops and project related field visits.</li> <li>• Assisting in the coordination and delivery of workshops.</li> <li>• Assist in compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings.</li> <li>• Arrange for travel and hotel reservations, prepare travel authorizations.</li> <li>• Processing requests for visas, identity cards and other documents for research staff.</li> </ul>

			<ul style="list-style-type: none"> <li>• Preparation of all necessary documentation, implementation of follow-up actions.</li> <li>• Provide support for efficient functioning of the Project Team.</li> <li>• Ordering and checking resources and purchases for the team.</li> <li>• Drafting of regular interval based reports for stakeholders and the executive board.</li> <li>• Keeping track of projects with updates and reports</li> <li>• Handling requests of travel and logistics arrangements for the team.</li> <li>• Primary liaison to the Procurement Department for equipment order placement process invoices when received.</li> <li>• Arrange vehicle transportation, regular vehicle maintenance and insurance, check and record vehicle daily log, update and maintain of vehicle history report.</li> <li>• Act as custodian for 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.</li> <li>• Maintain filing system ensuring safekeeping of confidential materials, extract of data from various sources, when required.</li> <li>• Follow up on deadlines, commitments made, actions taken and coordinate collection and submission of reports to the Project Manager.</li> </ul>
03.	<p><b>Senior Research Fellow/Project Coordinator</b></p> <p><b>Project Code: (03)</b></p> <p><b>One position</b></p>	<p>Post Graduation in Life Sciences with minimum 2 years' research experience.</p> <p><b>Skills/ essential:</b></p> <ol style="list-style-type: none"> <li>1. Prior experience in mycobacteriology work (at least</li> </ol>	<p>This project involves the multicentric testing of 2 kits developed for improved TB diagnosis.</p> <p>The candidate will coordinate the evaluation of all the kits at the test site(s).</p>

	Upto Rs.36,400/-	2 years) is a must.  2. Experience in BSL3 work, genomic DNA isolation, Real time PCR, Line Probe Assay, ZN smear microscopy is a must.  <b>Desirable:</b>  One Publication in the field of tuberculosis diagnostics.  Experience in handling multi-centric projects.	He/She will be also be responsible for the management, follow up, trouble shooting etc of the project at each site through monthly visits at 6 sites all over India.  He/She will be responsible for help in the overall maintenance of the project.  He/She will also train and work with manpower at test sites on various aspects of the kit usage, DNA extraction and Line Probe assay directly from sputum samples.
<b>04.</b>	<b>Lab Technician</b>  <b>Project Code: (03)</b>  <b>One position</b>  Rs. 18,000/-  30 years	Graduate in Life Sciences or 12 <sup>th</sup> pass (Science) with 2 years diploma in MLT with 1 year relevant experience.  <b>Desirable:</b>  Prior experience in mycobacteriology work	He/She will assist the manpower at study sites on various aspects of the kit usage, DNA extraction and Line Probe assay directly from sputum samples.

(h) Interested candidates fulfilling the criteria as mentioned in paragraph (f), may walk-in for written test/skill test/ interview as per the schedule mentioned below:

S. No.	Name of the post	Project Code	Date for walk-in-written test/skill test/ interview	Registration time and Venue
01	Administrative Assistant	01	2 <sup>nd</sup> May 2018 (Wednesday)	09.30 am - 10.30 am  THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad - Gurugram Expressway, Faridabad - 121001
02	Project Assistant	02		
03	Senior Research Fellow/ Project Co-ordinator	03	1 <sup>st</sup> May 2018 (Tuesday)	10.30 am - 11.30 am  THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad - Gurugram Expressway, Faridabad - 121001
04	Lab Technician	03		

**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:**

1. 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.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
4. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview/ written test/ skill test.
5. 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/skill test/ written test.
8. Outstation SC/ST/ PwD candidates called for the interview/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. Positions will be initially based either in the THSTI's laboratories at Faridabad or at the clinical sites in Gurgaon/ New Delhi.
10. All results will be published on our website and all communications will be only through email.
11. Canvassing in any form will be a disqualification.