

(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 Notice No: THS / RN /10/2018

**RECRUITMENT FOR THE POST OF
SECTION OFFICER (PURCHASE OR GENERAL ADMINISTRATION)**

- 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) This recruitment is to fill up the core administrative position of THSTI. Applications are invited from suitable candidates for the following position to be filled by direct recruitment:

S. No.	Name of the Post/ No. of Post / Pay Level/ Age Limit	Qualifications & Experience	Job Description
1.	Section Officer(Purchase or General Administration) One (OBC) Level 7 of the pay matrix 30 years	Graduate with Post Graduate Diploma/Degree in Management from a recognised university with minimum three years' experience in Purchase or General Administration department preferably of an Autonomous Body/ PSUs/ University. Desirable : Knowledge of Govt. rules and regulations and working in computerized environment.	<ul style="list-style-type: none"> • To supervise and deal with Purchase or general administration matters. • Application of Government of India rules in dealing with Purchase or General Administration matters. • To perform such other duties as may be assigned from time to time.

GENERAL TERMS & CONDITIONS:

1. Appointment will be made initially on contract for a period of five years with an initial probation period of two years that may be extended at the discretion of the competent authority. Subject to satisfactory performance, the employees appointed may be considered for regularization after completion of initial period of contract.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of written test/skill test.
4. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.
5. Age and other relaxations for direct recruits and departmental candidates: **(i)** By 5 years for candidates belonging to SC/ST communities.**(ii)** By 3 years for candidates belonging to OBC communities. **(iii)** For Persons with Disabilities (PwD) falling under the following categories : (a) UR - 10 years , b) OBC - 13 years (ci) SC/ST - 15 years **(iv)** 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. **(v)** 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. **(vi)** 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 **(vii)** There is no upper age limit for the Institute employees who are treated as departmental candidates.

6. The crucial date for determining the age limit shall be the closing date for receipt of online applications from candidates.
7. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
8. Number of vacancies may vary based on the requirement at the time of written test/skill test.
9. Outstation SC/ST/PwD candidates called for the Written test/Skill test will be paid to & from second class railway fare, as per Govt. of India rules on production of the proof of travel.
10. 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.
11. Only shortlisted candidates will be called for written test/skill test.
12. All results will be published on our website and all future communications will be only through email.
13. Canvassing in any form will be a disqualification
14. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy of application with all enclosures on or before the specified date.

The procedure for online application:

- a. Before filling online application, do keep the following documents handy:
 - i. A soft copy of your passport size photo.
 - ii. A comprehensive CV (PDF format only) containing details of qualification, positions held, professional experience/distinctions etc.
 - iii. Application fee in the form of demand draft for an amount of Rs. 100/- in the favour of "Translational Health Science and Technology Institute" payable at Faridabad (SC/ST/Women/PwD candidates are exempted from payment of application fees).
- b. Candidates are requested to use Google Chrome internet browser for best results in submission of online application.
- c. Once online application is submitted, no correction/modification is possible.
- d. In case of difficulty in filling up the online form, please contact personnel@thsti.res.in
- e. 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.

- f. The following be done after submission of online application:
- i. Take a print out of the application.
 - ii. Please sign the application at the appropriate place and send the signed application with demand draft, CV, self-attested copies of certificates / documents pertaining to educational qualification and experience so as to reach on or before the last date at the address given below.

Head – Administration

Translational Health Science and Technology Institute

NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway,

P.O. Box No. 04, Faridabad – 121001

Please super-scribe the post applied for on the envelope.

- g. Please note that the application without signature, or those received after due date or incomplete in any other respect will be summarily rejected.
- h. Important dates:
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| Last date for submission of online application | : | 01.06.2018 |
| Last date for receiving the signed hard copy of application at THSTI: | | 07.06.2018 |