



## **TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE**

**(An autonomous institute of Department of Biotechnology, Govt. of India)**

**496, Udyog Vihar Phase-III, Gurgaon -122016 (Haryana), India**

### **Engagement of consultants**

The Department of Biotechnology, Ministry of Science & Technology (Government of India) has established the Translational Health Science and Technology Institute (THSTI), an autonomous institution, as a part of the interdisciplinary Health Biotech Science Cluster, in the National Capital Region. The institution is designed to be a dynamic and interactive organization with a mission to conduct innovative translational research and develop research collaborations across disciplines and professions to accelerate the extension of concepts to the improvement of human health.

THSTI has set up niche centres of research in a number of interface areas relevant to translational research namely, Vaccine and Infectious Disease Research Centre (VIDRC), Pediatric Biology Centre (PBC), Clinical Development Services Agencies (CDSA) and Centre for Biodesign (CBD).

**Vaccine and Infectious Disease Research Centre (VIDRC)** has a mission to study infectious disease and pathogens and understand host-pathogen interactions at the molecular and cellular level with an aim to generate translational knowledge for developing prophylactic and therapeutic measures against diseases prevalent in India.

**Pediatric Biology Centre (PBC)** will conduct hypothesis driven research on the biological basis of childhood health and diseases. The generated knowledge will be incorporated in THSTI institutional networks developing diagnostic and therapeutic modalities.

**Clinical Development Services Agency (CDSA)** is an extramural unit of THSTI created to enhance the clinical trials capability and capacity in India for developing clinical trial products for public health diseases.

**Centre for Bio design (CBD)** will promote strategic basic research and an effective translational route of science into development of novel technology platforms, implants, devices, diagnostics and imaging. It will support a multidisciplinary approach of combining novel technological concepts and clinical expertise.

To further its mission, THSTI are looking for consultants for the following positions.

## **1. Name of the Post: Consultant (Communication and PR)**

### **1.1 Job Description**

To synchronize, coordinate and focus on all communication activities towards enhancing the recognition of THSTI brand while preserving vision, mission and values of the organization.

- Handling all aspects of internal and external communication
- Closely associate with all the internal centres and get updated with the developments
- Strong in preparing documents such as Annual report, job advertisements, leaflets for occasions etc.
- Preparing minutes of the meeting
- Expertise in preparing PP presentations and poster designing
- Develop an online and offline media strategy for the coming years
- Ensure that all web based content is in line with the institute's branding strategy
- Update and maintain website on a regular basis
- Identify and maintain contact with PR / Advertisement agencies / Press
- Event management and organizing meetings

### **1.2 Qualification& Skills**

- PG preferably in life sciences
- Degree / PG Diploma in PR / Mass Communication / Advertising / Journalism / Scientific Communication
- IT skills in MS-Office / Website development and maintenance
- Excellent written and verbal communication skills in English

### **1.3 Experience**

- Atleast 12 years' experience in corporate communication / PR / similar fields in an organization of repute preferably with scientific / health /

pharma background or in a government organization in scale of atleast PB-3 with grade pay of Rs. 6600.

### **1.4 Compensation**

Upto Rs 60,000 / pm

## **2. Name of the Post: Consultant (Establishment)**

### **2.1 Job Description**

Formulation of Byelaws and other statutory manuals for the working of an autonomous body and other related work.

### **2.2 Qualification**

Candidate should be a post-graduate who has qualified in any of the UPSC's competitive exams.

### **2.3 Experience**

An officer retired from the Govt. of India in the scale of at least PB-3 with Grade Pay of Rs. 6600/- preferably from DOPT with 12 years' experience in the relevant field and thorough knowledge of GOI rules.

### **2.4 Compensation**

Up to Rs. 60,000/- pm

## **3. GENERAL TERMS & CONDITIONS:**

3.1 The maximum age limit shall be 64 years.

3.2 Appointment will be made on contract initially for a period of 1 year.

3.3 Positions will be based in the THSTI's interim laboratories at Gurgaon

3.4 Interested candidates holding Indian Citizenship are requested to email PDF's of their C.V. containing details of qualification, positions held and professional experience/distinctions, passport size photograph with names and email addresses of three potential referees, to the Administrative Officer (P&A), Translational Health Science and Technological Institute, at [santo@thsti.res.in](mailto:santo@thsti.res.in) . Candidates working in public sector institutions within India are requested to

have their applications forwarded through proper channels. The closing date for receipt of application will be 21<sup>st</sup> Feb 2012.

3.5 All educational and professional qualification should be from a recognized Board / University.

3.6 The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.

3.7 The qualification, experience and other requirements for the post is relaxable at the discretion of the competent authority, in case of candidates otherwise well qualified. Incomplete applications will stand summarily rejected.

3.8 Only shortlisted candidates will be called for interview.

3.9 Canvassing in any form will be a disqualification.