(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/27/2021   **Dated: 28th June 2021**

VACANCY NOTIFICATION FOR POSITIONS IN CLINICAL STUDIES

a) Translational Health Science and Technology Institute (THSTI) is an autonomous institute of the Department of Biotechnology (DBT), Ministry of Science & Technology, Government of India. THSTI is a part of the interdisciplinary Biotechnology Science Cluster at Faridabad, Haryana in the National Capital Region (NCR). The institution is a dynamic enterprise with a mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into products to improve human health.

b) 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 broadly categorized as, (a) Infectious diseases and Immunology (b) Maternal and child health, (c) Non communicable disease d) Multidisciplinary clinical and translational research. These are strengthened by the four core facilities viz. Small Animal Facility, Data Management Center, Biorepository and Bioassay Laboratory that serve as huge resources for the research programmes of THSTI, and also the National Capital Region Biotech Science Cluster and other academic and industrial partners.

c) Applications are invited from eligible candidates to fill up the following contract position under the project entitled
   1. Inter-Institutional approach –interdisciplinary Group for Advanced Research on Birth outcomes – DBT India Initiative (GARBH-Ini Phase II)
   2. MOMI Biorepository local analysis - INDIA
   3. ORCHESTRA: Connecting European Cohorts to Increase Common and Effective Response to SARS-CoV-2 Pandemic.
   4. COVID-19 Bioresource at the NCR Biotech Science Cluster

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of posts/ Monthly consolidated emoluments/Project Code/ Age Limit	Qualifications & Desirable Experience	Domain / Job description and skills required
1.	**Project Management Assistant**	Graduate in Science/relevant subjects from a recognized university with five years' of post qualification work experience in the	• Drafting SOPs and management plan related to field activities. • Checking of study CRFs. • Resolving monitoring queries.

		relevant field or Master's degree in the Science/relevant subject from a recognized University with two years of post qualification experience in the relevant field.	• Filling and checking of study CRFs on electronic database.
	One Rs 42,000/- (Project Code-2) 30 years		• Maintaining images of study participant's by transferring it from USG machine. • Sharing study images to data management as per work flow. • Effectively handled a team of 12 technicians. • Counselling and motivating the participants for their continued participation in the study. • Maintaining stock register, transportation register and cash handling register. • Ensuring that home visits are done as per SOP by the field technicians and checking home visit logs. • Managing roster and leaves of field technicians. • Training of new recruitment and re-training of technicians as and when required. • Maintaining compliance with clinical research protocols and required SOPs. • Supervising clinical research staff (Technicians) and maintaining quality standards.
2.	**Computer Programmer Grade-B** One Rs. 32,500/- (Project code-1) 30 years	Master's degree in Computer Application/Information Technology/ Computer Science from a recognized institution/university Institute OR B.E./B.Tech in Computer Engineering/Computer Science/ Computer Technology/Information Technology from a recognized institution/university with two years post qualification experience in relevant areas of programming or information system in Government, autonomous, PSU, etc., recognized organisations.	• To perform statistical programming such as STATA, R or Python. • He/she will assist the data analyst and data scientist in epidemiological and biomarker data analysis. • Assist Data Manager to develop Case Recording form and to coordinate and work with Clinical Management team

3.	**Data Entry Officer** One Rs 32,500/- (Project code-2) 30 years	Graduate degree in Computer Science/IT/Computer Application or relevant subject from a recognized University with three years of post qualification experience in statistical programming such as STATA, R or Python. Proficient in handling and analysing data on excel workbooks.	• Receiving CRFs from clinical operations team • Transcribe the clinical data from the case recording forms • Feed the biorepository data into the common database. • Maintain accountability of received CRF pages • Performing accurate data entry into the database • Performing query management as per protocol requirement for electronic data capture system
4.	**Data Entry Operator** Three Rs 31,000/- (Project code-3 & 4) 30 years	Graduate degree in Computer Science/IT/Computer Application or relevant subject from a recognized University. Proficient in handling and analysing data on excel workbooks. Experience in statistical programming such as STATA, R or Python.	• Receiving CRFs from clinical operations team • Transcribe the clinical data from the case recording forms • Feed the biorepository data into the common database. • Maintain accountability of received CRF pages • Performing accurate data entry into the database • Performing query management as per protocol requirement for electronic data capture system
5.	**Multi-Tasking Staff** Six Rs. 15,800/- (Project Code -1) 25 years	High School or equivalent.	• Transport of COVID/ NON COVID samples to and from different labs at THSTI • Preparation of supply kits for clinical sites • Preparation of reagents for collection and processing of samples in lab • MTAs may have to collect samples from tertiary hospital, district hospital, round the clock and have to submit the samples within the

			stipulated timeframe as per protocol.
			• MTAs may have to assist Doctors, technicians, nurses on duty for routine patient care and study related activities.
			• MTAs may have to involve in inventory management and carrying supplies to various clinical sites from THSTI office.
			• MTAs may have to travel between various clinical sites and may have to visit participant homes for study related activities.

➤ Last date for receipt of online application : **12th July 2021.**
➤ The applications will be scrutinised/shortlisted and processed for further selection.

GENERAL TERMS & CONDITIONS:

1. These are short-term positions and 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.

2. All educational, professional and technical qualification should be from a recognized Board/University.

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

4. Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.

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 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.

7. All results will be published on our website and all future communications will be only through email

8. 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.

9. With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.

10. Canvassing in any form will be a disqualification

HOW TO APPLY:

1. **Documents to be kept handy before filling up the online application:** (all the documents except (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 qualification, positions held, professional experience / distinctions etc.
   iii) Matriculation certificate (equivalent to 10th Standard) / Mark sheet
   iv) Intermediate certificate (equivalent to 12th Standard) / Mark sheet (if applicable)
   v) Graduation/diploma degree certificate / Mark sheet (if applicable)
   vi) Master degree/ Mark sheet (if applicable)
   vii) Relevant experience certificates (if applicable)
   viii) 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 www.thsti.res.in/career. 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 future reference.
   ➢ 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 fee amount
1.	Unreserved, OBC & EWS candidates	Rs 200/-
2.	SC/ST/Women/PwBD	Rs 100/-

   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 no correspondence in this regard shall be entertained.

vii) In case of difficulty in filling up the online form, please send e-mail to **personnel@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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