

RECRUITMENT NOTICE NO. : THS/RN/35/2021

Dated 10th September 2021

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

1. 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 products to improve human health.
2. 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.
3. This recruitment is to fill up the vacancies under the project entitled “**MOMI Biorepository Local analysis – India (PI: Dr. Shinjini Bhatnagar)**”
4. Applications are invited from eligible candidates to fill up the following positions:

S. No.	Name of Post/ Monthly consolidated emoluments/ Age limit /No. of Post	Minimal Qualifications and Experience	Job description/ responsibilities
1.	Statistical Programmer One Rs. 43,200/- 35 years	Bachelor's Degree in Computer Science /BCA with one year experience OR B.Sc. in Physics/Maths/Statistics/Operations Research/Economics or in any quantitative field with three years' experience. Experience should be in Computer Programming for data analysis Previous use and familiarity of the following statistical analysis softwares: R or STATA Desirable:	<ul style="list-style-type: none"> ➤ Creating and maintaining the database for the study. ➤ Program data validation checks and listings to identify data discrepancies. ➤ Program checks to integrate and reconcile data from external sources [including serious adverse events (SAE), lab results, ECGs, electronic patient records, medical devices and interactive voice response (IVR)] into the primary clinical database. ➤ Review Case Report Forms and formatting of datasets extracts for accuracy and consistency.

		Previous experience in coordinating data management of clinical trials (preferably large multi-centre trials)	➤ Provide programming support for annual reports and publications and final analysis.
2.	Database Programmer One Rs. 43,200/- 35 years	Bachelor's Degree in Computer Science B.E./B.Tech/BCA with one year experience OR B.Sc. in Physics/Maths/Statistics/Operations Research/Economics with three years' experience. Experience should be in Computer Programming for database management or data analysis Previous use and familiarity of the following statistical analysis software, R STATA Desirable: Previous experience in data analysis of biological data	➤ Creating and maintaining the database of multi-omics data from biological experiments ➤ Program data validation checks and listings to identify data discrepancies. ➤ Program checks to integrate and reconcile data from external sources [including serious adverse events (SAE), lab results, ECGs, electronic patient records, medical devices and interactive voice response (IVR)] into the primary clinical database. ➤ Provide programming support for annual reports and publications and final analysis.

- Last date for receipt of online application : **27th September 2021.**
- The applications will be scrutinised/shortlisted and processed for further selection.

GENERAL TERMS & CONDITIONS:

- a) 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.
- b) All educational, professional and technical qualification should be from a recognized Board/University.
- c) The experience requirement specified above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.
- d) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.
- e) 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.
- f) 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.

- g) All results will be published on our website and all future communications will be only through email
- h) 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.
- i) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
- j) 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
- v) Graduation/Diploma degree certificate / Mark sheet
- vi) Post-Graduation degree/diploma (minimum duration 2 years) certificate & Mark sheet (if applicable)
- vii) Relevant experience certificates
- 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 590/-
2.	SC/ST/Women/PwBD	Rs 118/-

- 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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