

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)  
NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurugram Expressway,  
P.O. Box No. 04, Faridabad - 121001

Recruitment Notice No. : THS/RN/10/2022

VACANCY NOTIFICATION

S. No.	Name of the post / No. of post / Monthly emoluments/ Age limit	Minimum Qualification and Experience	Desirable Qualification & Experience
<p>Project : A 'bench to bedside' model for clinical and translational science between academic research institutes and hospitals focused on fetal growth restriction and preterm birth PI : Dr. Shinjini Bhatnagar</p>			
1.	Upper Division Clerk One Rs. 27,355/- +HRA 28 years	12 <sup>th</sup> Pass or equivalent from a recognized board with five years of post-qualification experience of administrative work. OR Graduate in any discipline with two years of post-qualification experience of administrative work.	The Upper Division Clerk is expected to facilitate coordination of the multi-partner, multi-institution, consortia projects supported by the department in partnership with the European Union to enable the <b>development of the “Influenza vaccine for the world”</b> . Considering the nature and scale of these projects, an ideal candidate will have following demonstrated qualities: 1. Should have training, understanding, and knowledge in broader areas of life sciences/biotechnology 2. Organize regular review meetings; make record notes, minutes of the meeting etc. 3. Should be comfortable with managing digital tools eg. virtual meeting platforms, PowerPoint presentations, MS Excel, monitoring dashboards, etc. 4. Manage efficient written and verbal communication with the project partners 5. Keep track of project activities and manage consolidation of scheduled updates on objectives and deliverables 6. Note drafting, budgeting, responses to the financial queries and preparation of sanction orders 7. Preparation of administrative and scientific reports; summarize the information 8. Facilitate communication among the consortium and with the Monitoring cum Expert Committee

			<p>9. Excellent time management skills and ability to work under short timelines</p> <p>10. Ability to learn quickly and efficiently</p> <p>11. Create online module for monitoring and coordination activities</p>
<p>Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 12th April 2022 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup>Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001</p>			
<p>Project: Translational Research Consortium for Establishing Platform Technologies to Support Prophylactic and Therapeutic Strategies for Dengue – Discovery to Proof-of-Concept. PI : Dr. Sweety Samal</p>			
2.	<p>Lab Attendant</p> <p>One</p> <p>Rs. 24,000/- (10% annual increment)</p> <p>30 years</p>	<p>12<sup>th</sup> Standard with science with one year of post qualification experience in the relevant field.</p>	<p>➤ Basic knowledge of biology, chemistry and other course related to science is desirable.</p> <p>➤ Knowledge of basic research lab working.</p>
<p>Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 08<sup>th</sup> April 2022 at 10:30 am at THSTI, NCR Biotech Science Cluster, 3<sup>rd</sup>Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001</p>			

**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:

- 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.
- All educational, professional and technical qualification should be from a recognized Board/University.
- The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
- 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.
- 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 Benchmark Disabilities (PwBD) 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. 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. 6. There is no upper age limit for the Institute employees who are treated as departmental candidates.

6. Number of positions may vary depending upon the requirement at the time of interview.
7. All results will be published on our website and all communications will be only through email.
8. Canvassing wrong in any form will be a disqualification.

(M.V.Santo)  
Head-Administration

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