

(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-C/RN/03/2022

Dated: 21st April 2022

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 which can be broadly categorized as, (a) Infectious diseases and Immunology (b) Maternal and Child Health, (c) non-communicable disease (d) Multidisciplinary clinical and translational research. These will be strengthened by four core facilities viz. Small Animal Facility, Data Management Centre, Biorepository and Bioassay Laboratory that will serve not only the research programmes of THSTI, but 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 projects entitled “**Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context -specific solutions**” for project positions at Clinical Development Services Agency (CDSA) center. CDSA is a niche center of THSTI established to facilitate development of affordable healthcare products for public health diseases. It is the only public Centre in the country created with a mandate to support and nurture cost-effective, high quality, not-for-profit technology-based preclinical and clinical product development as well as support clinical research conducted by public agencies. It works towards development of an eco-system for training and learning and work with public sector institutions, and small and medium enterprises (SME) to translate innovative technologies into medical products for public good.
The main objectives of CDSA are:
 - a) As an academic Clinical Research Unit, to undertake & provide end -to- end clinical study support for investigators and SMEs in study planning, set up, conduct: project management, monitoring, data management, safety reporting, analysis and report writing
 - b) Build research capacity and capability through high quality training in the area of clinical development/trials and regulation
 - c) Support and strengthen clinical research environment in the country
 - d) Regulatory science and policy support: provide tools and approaches to support researchers, regulators, health policy makers & industry

Applications are invited from eligible candidates to fill up the following positions under “Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context -specific solutions” DBT,CDSA-THSTI :

1.	Name of the post	Senior Research Fellow, 6 Position
	Consolidated salary per month	Up to Rs 43,500
	Duration	38 months
	Age	18-30 years
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Job profile	The Senior Research Fellow will be responsible for: <ul style="list-style-type: none"> • Processing of samples received in the lab • Preparation of reports • Ensuring of lab supplies for study work • Coordinate maintenance of the equipment log, calibration logs, ensuring smooth functioning of equipment at site by lab attendant • Maintain accurate records of lab study specific methods and processes. • Coordinate with the field worker for transport of the samples
	Qualifications and Experience	M.Sc.(life science)/ BVSc./ B.Pharma with 2 years research experience. OR MBBS/BDS/MVSc./M.Pharma degree holders
	Skills	<ul style="list-style-type: none"> • Ability to gain trust and confidence with stakeholders • Operational skills including focus and commitment to quality management and problem solving • Influencing skills including negotiation and teamwork • Effective communication skills, the provision of timely and accurate information to stakeholders • Ability to develop and implement clinical research monitoring plans, SOPs, database concepts, and formats • Understanding of GCP, regulations and guidelines • Excellent computer skills (MS word, excel, internet) • Knowledge of adverse medical event investigation, analysis, reporting procedures and standards
2.	Name of the post	Research Nurse, 15 position
	Consolidated salary per month	Up to 31,500
	Duration	33 months
	Age	18-30 years
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Job profile	The study nurse (round the clock shift duties) will be responsible for: <ul style="list-style-type: none"> • Pre-screening of all mothers for eligibility • Taking consent from eligible mothers • Giving all information about study to parents/Guardians and to explore whether they are interested in participating in the study • Sample collection from mother before delivery (rectovaginal swabs and blood sample), sample collection at the time of delivery (cord blood, cord tissue, vernix) • To fill CRF form for all enrolled mothers and neonates • To monitor the babies for occurrence of sepsis • To collect blood samples, urine, stool, oral and nasopharyngeal swab in neonates with suspect sepsis • To collect breast milk sample from enrolled mothers in the postnatal wards

		<ul style="list-style-type: none"> To follow all the neonates till discharge or 28 days of life whichever is greater must be able to evaluate the material and work effectively with other researchers Data collection To coordinate with lab personnel to transport and process the samples from NICU to the NICU side lab and microbiology lab Collection of lab results and coordinating with RO for final labelling of sepsis Coordinate with RO for smooth flow of CRFs.
	Qualifications and Experience	<p>Standard 12 and Diploma in Nursing & Midwifery (3 years course) + Registration as "A" Grade Nurse / BSc (Nursing) / Nursing "A" Certificate with 3 years' experience in hospital / Nursing Assistant Class III & above from the Armed Forces.</p> <p>Desirable: At least with 1 year of experience in research projects, Work experience in research/newborn nursery/ NICU</p>
	Skills	<ul style="list-style-type: none"> Computer skills including proficiency in use of Microsoft Office applications Ability to establish and maintain effective working relationships with co-workers, managers, investigators Good understanding of needs for project and job responsibilities Adaptable approach with Effective communication and organizational skills Coordinates the day to day management of the research portfolio
3.	Name of the post	Research Officer (Microbiology),2 position
	Consolidated salary per month	Up to Rs 52,290
	Duration	33 months
	Age	18-30 years
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Job profile	<p>The Microbiological Research Officer will be responsible for:</p> <ul style="list-style-type: none"> Overall coordination of study at site, supervision and coordination of research staff, ensures supplies, ensures smooth flow of CRFs, ensures data entry of research work train the lab technicians in sample processing, storage and recording in the CRF supervise and monitor sample processing, storage and transport in the NICU side lab as well as in the microbiology labs collection processing at clinical site and proper storage process the culture samples and do AST as per the SOP take and process the environmental sample collections from the maternity wards, birthing area and the NICU as per the SOP Facilitating the ongoing QC activities
	Qualifications and Experience	M.Sc Microbiology. At least 3 years of demonstrated experience in the area of Management, Quality Assurance and/or Clinical operations of clinical trials / research projects. GCP trained and experience of handling field-based studies will be preferred

	Skills	<ul style="list-style-type: none"> • Computer skills including proficiency in use of Microsoft Office applications • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good understanding of needs for project and job responsibilities • Adaptable approach with Effective communication and organizational skills • Coordinates the day to day management of the research portfolio
4.	Name of the post	Data Entry Operator, 02 Position
	Consolidated salary per month	Up to Rs 18,000
	Duration	36 months
	Age	18-30 years
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Job profile	<p>The Data Entry Operator will be responsible for:</p> <ul style="list-style-type: none"> • Entering data into database, manage and maintain effective record keeping data • Receiving Case Report Forms (CRFs) from clinical team • Maintain accountability of received CRF pages • Creating annotated CRFs • Performing accurate data entry into the database with a high attention to time lines. • Perform Quality Check of the data and responding to the queries raised the DM team
	Qualifications and Experience	<p>Graduate in any discipline with 2 years' experience as clinical data entry operator.</p> <p>A speed test of not less than 15000 key depressions per hour through speed test on computer</p>
	Skills	<ul style="list-style-type: none"> • Excellent reading comprehension and strong written as well as verbal communication skills including good command of English required • Good understanding of needs for project and job responsibilities. • Computer skills including proficiency in use of Microsoft Office applications • Good organizational behavior and problem-solving skills • Well versed in recording the data • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good spelling, grammar, and punctuation skills
5.	Name of the post	Research Officer (Clinical), 2 position
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Consolidated salary per month	Up to Rs 52,290
	Duration	33 months
	Age	18-30 years
	Job profile	<ul style="list-style-type: none"> • The Clinical Research Officer will be responsible for: • Overall coordination of study at site, • supervision and coordination of research staff, • ensures supplies, ensures smooth flow of CRFs, • ensures data entry of research work • Training of nurses and other staff as per the SOP for ongoing monitoring of sepsis, sample collection and recording in the CRF • Monitoring the sample collection process by research nurses • Independently verify the findings of the research nurses and also the data

		<p>entered in the CRF.</p> <ul style="list-style-type: none"> • Sample collection at the time of delivery, newborn blood, mother's samples and at the time of suspicion of sepsis. • To coordinate with site co-PI/PI for final labelling of culture-positive, culture-negative and no sepsis • Supervising the study implementation at site and ongoing QC activities • Reviewing protocol deviations and loss to follow up to ensure quality data is delivered • Coordinating the data management progress with DM team
	Qualifications and Experience	MBBS/BDS/teaching experience after completing internship OR Ph.D/MD/MDS.
	Skills	<ul style="list-style-type: none"> • Computer skills including proficiency in use of Microsoft Office applications • Ability to establish and maintain effective working relationships with co-workers, managers, investigators • Good understanding of needs for project and job responsibilities • Adaptable approach with Effective communication and organizational skills • Coordinates the day to day management of the research portfolio
6.	Name of the post	Field Assistant, 3 Position
	Consolidated salary per month	Rs 24,800
	Duration	37 months
	Age	18-30 years
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Job profile	<p>The Field worker will be responsible:</p> <ul style="list-style-type: none"> • To collect the sample from study sites and transport to THSTI for bio-repository and sites for analysis • Packing of the biological samples as per protocol/SOPs. • Ensure optimal sample Storage conditions at collection center/packaging and dispatch • Communicating with clinical and lab personnel for coordination of sample transport
	Qualifications and Experience	<p>Standard 10 with 3 years' experience in laboratory doing clinical research OR Standard 12 with 1 year experience in clinical field work or in laboratory doing clinical research OR Degree/Diploma in MLT. OR Degree/Diploma in clinical research</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in clinical research field work; communicating with participants; making home visits for data collection/ sample collection; transport of samples
	Skills	<ul style="list-style-type: none"> • Basic knowledge and ability to conduct clinical lab related monitoring. • Good written and verbal communication skills with understanding of local language and basic understanding of English. • Ability to read and write multiple local languages will be preferred. • Fair negotiation and problem-solving skills. • Effective time management skills and ability to manage field-based activities

		<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships with team
7.	Name of the post	Lab Attendant, 02 position
	Consolidated salary per month	Rs 15,800
	Duration	38 months
	Age	18 - 30 years
	Location	University college of Medical Science, New Delhi Dr. Baba Saheb Ambedkar Hospital, New Delhi
	Job profile	<p>The Lab attendant will be responsible to:</p> <ul style="list-style-type: none"> Facilitate lab work with study staff Labeling, Scanning, immediate processing and temporary storage of collected bio specimens Manage the maintenance of equipment and stocking of necessary supplies Ensuring cleanliness at site particularly where the lab related study activities will be performed Maintaining the equipment log, calibration logs, ensuring smooth functioning of equipment at site Assisting the SRF in all study related activities at the site Maintaining the stock inventory at site and reporting to SRF on daily basis on the requirements for the site
	Qualifications and Experience	<p>Essential: -12th class pass with science Desirable: -Experience in a Medical Laboratory</p>
	Skills	<ul style="list-style-type: none"> Computer skills including proficiency in use of Microsoft Office applications Ability to establish and maintain effective working relationships with co-workers, managers, investigators Good understanding of needs for project and job responsibilities Time Management Good team working skills
8.	Name of the post	Assistant Data Manager ,01 Position
	Emoluments (Up to)	Rs. 52080/- per month
	Duration	12 months
	Age	30-40 years
	Location	CDSA-THSTI, Faridabad
	Duration	One year (Likely to extend as per the requirement of project)
	Job Profile	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> Assist Data Manager in maintenance and update of Data Management Plan and any other relevant documentations (Edit Checks Document, Annotated CRF, Data Entry Guidelines, Standard Operating Procedures etc.) for ensuring efficient database creation and maintenance Should be able to design the paper case report form Support Data science team in database development and edit checks implementation Assist in creation and enter test data for Clinical Database for screen validation. Working knowledge of Query management, data cleaning, data

		<p>freezing and data archival.</p> <ul style="list-style-type: none"> • Interact with other project team members to support the set-up, maintenance, and closure of the Data Management aspects of the project • Assist Data Manager in preparing interim reports and data extraction • Working knowledge of database standards and study development process, CDM SOPs, CDISC & SDTM standards • Should be able to provide training to site data entry operators, if required Assist with Data Entry and Reconciliation as needed or assigned • Assist Data Manager in preparation of datasets for analysis including data cleaning and ensuring compliance with the data protection. • Assist the Data Science team in other miscellaneous activities as required.
	Educational Qualifications & Experience	<p>Essential: Educated to graduation degree in any field with at least 4 years of experience in clinical data management OR Master's degree with at least 2 years of experience in clinical data management</p> <p>Desirable: Diploma in Information Technology/ Computer Applications</p>
	Skills	<ul style="list-style-type: none"> • Familiarity with GCP, US-FDA 21 CFR 11, regulatory requirements and data standardization guidelines. • IT literate (experience with Microsoft based applications and other CDMS applications) • Must understand clinical trials and familiarity with clinical data management functions. • Good interpersonal, verbal and written communication skills. • A flexible attitude with respect to work assignments and new learning. • Effective time management in order to timelines. • Commitment to project and team goals. • Must be able to work independently but seek guidance when necessary. • Sense of urgency in completing assigned tasks • Must have good team player • Ability to model behaviors and ethics in line with CDSA Mission and Vision.
<p>➤ Last date for receipt of online application : 5th May 2022.</p> <p>➤ The applications will be scrutinised/shortlisted and processed for further selection.</p>		

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. 6. For Ex-servicemen up to the extent of service rendered in defense forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service.
- 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 certificate & Mark sheet (if applicable)
 - vii) PhD/MD Degree (if applicable)
 - viii) Relevant experience certificates (if applicable)
 - ix) 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 236/-
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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