TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE

(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/33/2022   Dated 9th September 2022

RECRUITMENT FOR VARIOUS 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 of THSTI under the following projects:

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of Post / Max Monthly emoluments/ Age Limit/ Project Code	Minimum Qualifications & Experience	Desirable Qualification & Experience/Job Responsibilities
Project: Inter-Institutional program for Maternal, Neonatal and Infant Sciences A Translational approach-interdisciplinary Group for Advanced Research on BirtH outcomes –DBT India Initiative (GARBH-INI Phase II) PI : Dr. Shinjini Bhatnagar			
1.	Project Manager One post Rs. 1,25,000/- 45 years	Doctoral Degree in Science or MD or equivalent degree in health sciences with at least three years of post-qualification relevant clinical research experience OR Masters in hospital administration with at least four years of post-qualification relevant research experience OR	Project Management: • The selected candidate will be responsible for managing a multi-project clinical research program. • It will involve co-ordination between the multidisciplinary partners: clinical, biology data science, etc., drafting, collating and submitting progress/financial reports in a timely manner, organizing meetings/workshops,

		Master's Degree in Engineering or Technology or Life sciences from a recognized University with at least seven years of post-qualification relevant clinical research experience OR MBBS or BDS or equivalent degree in health sciences with at least seven years of post-qualification relevant clinical research experience. Prior experience in working within a renowned research/academic setting, scientific writing, proficiency in basic computer- and social communication- skills (Spreadsheets, Word documents, Power point, Facebook, Twitter), the ability to develop and implement clinical and laboratory monitoring plans, experience in working with the GoI and/or industry and familiarity with the regulatory frameworks of biomedical research. Desirable – Prior experience in the field of Clinical research and managing projects at Clinical Research Organization or Government Institutes. Note: additional qualification in relevant field will be considered as equivalent years of experience	monitoring deliverables as listed in the project, and ensuring adherence to regulatory and funding agency requirements • Establishment of procedures to ensure adherence to research protocols and administrative requirements • Act as a point of contact for all external and internal agencies. Coordinate the preparation and publication of research data, reports and information, ensuring that these meet legislative, contractual and ethical requirements • Work with the Investigators to ensure that the research program is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding, or timelines. Administrative • Coordination & supervision of project related activities with all stake holders of project. • Oversight for planning, preparing, and distributing materials for investigator and coordinator meetings, and for research related training. • Negotiation of vendor contracts and assessment of vendor services including outsourcing of lab services & imaging services
Project: Epidemic preparedness through rapid vaccine development: support of Indian vaccine development aligned with the global initiative of the Coalition for Epidemic Preparedness Innovations (CEPI)			
2.	Coordination Manager One post Rs. 96,000/- 40 years	PhD in Life Sciences/ Veterinary Science/Microbiology/ Biotechnology or relevant branch from a recognized University with at least four years of post-qualification experience in managing academia-industry collaborations, should have in-depth knowledge of vaccine development pipeline, assays for vaccine efficacy studies, regulatory requirements, managing BSL-3 facilities and GLP and accreditation processes.	The Coordination Manager will be responsible for: • Carrying out the coordination functions of the Translational Laboratory (Bioassay Lab) and BSL-3 facilities. He/she will actively engage with the vaccine industries and academia for providing service and collaborations. • Organizing meetings, conferences and training opportunities to support LMIC capacity building,

			interacting's with DCVMNs and strengthening EID preparedness.
Project : Translational Research Program			
3.	Technical Officer- II (Bioanalytical Drug Metabolism and Pharmacokinetics) One post Rs. 75,000/- 30 years	PG degree in Life Sciences with four years of post-qualification experience in the field of HPLC/LCMS operation and handling in a reputed bioanalytical lab. OR PG Professional degree in Life Sciences with three years of post-qualification experience in the field of HPLC/LCMS operation and handling in a reputed bioanalytical lab.	Candidate must have prior experience of: • Development, validation and qualification of HPLC and LCMS methods for new molecules as well as known drugs for qualitative and quantitative analysis. This includes but not limited to analytical trouble shooting; data generation, compilation, report preparation; Lab note book, record keeping; SOP writing. • Processing biological samples such as plasma, serum, tissues for drug quantification studies using HPLC and LCMS. • 2 year on LCMS operation and handling including calibrations and day to day trouble shooting in a reputed bioanalytical lab involved in DMPK lab. • 1 years of providing bioanalytical support to pharmacokinetic and drug metabolism as well as drug distribution studies.
Project: Epidemic preparedness through rapid vaccine development: support of Indian vaccine development aligned with the global initiative of the Coalition for Epidemic Preparedness Innovations (CEPI)			
4.	Technical Officer- I One post Rs. 60,000/- 30 years	PG degree in Life Sciences/Chemistry with three years of post-qualification experience in the relevant field. OR PG Professional degree in Life Sciences/Chemistry with two years of post-qualification experience in the relevant field.	Experience in: Metabolite/lipid sample preparation protocols from tissue, body fluid, and stool samples. Operation and maintenance of LCMS, and analysis of LCMS data.
Projects: Epidemic preparedness through rapid vaccine development: support of Indian vaccine development aligned with the global initiative of the Coalition for Epidemic Preparedness Innovations (CEPI) and Translational Research Program			
5.	Management Assistant Three posts Rs. 60,000/- 30 years	Graduate in any discipline with two years of post-qualification experience in the relevant field OR Post Graduate Degree/ Diploma in HR/Finance/Material Management/CA/ICWA or equivalent from a recognized University	• Dealing in Personnel & Administration/ Stores & Purchase/ Finance & Accounts/Academic Matters. • Knowledge of Government Rules and Regulations and working in computerized environment

Translational Health Science and Technology Institute (THSTI) Core			
6.	Professional Expert (Library and Information Science) One post Rs. 55,000/-	B. Lib. Sc. /B.L.I. Sc. from a recognized University with three years of post-qualification experience in a Reputed Library.	The incumbent will generally be expected to undertake the following duties: • Circulation Section: Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/Recalling/ Issuing of reminder of books, text books and other documents; Collection of overdue charges; preparation of no dues/ clearance certificates; Maintenance of Inter-library loan transaction records; • Acquisition Section: Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books and documents in other media; receipt of books etc. on approval and on confirmed orders; filing of purchase orders; Bill preparation for payment; Certifying the Bills; Maintenance of Bill registers and expenditure register; Accessioning of Books; Transfer of books and other documents for technical processing; • Journals' Section: Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations Registering the current issues of periodicals (manual and computerized); downloading and uploading periodicals data; Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding; • Technical Processing Section: Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required; • Helping in the release of information products; • Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders;

			• Preparing the list of documents for weeding out; Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection; • Assist in Reference/ Referral services; • Library Services to users with special needs; • Performing the stock verification; • Data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; budget maintenance, stores, personal records, leave records etc., if needed; • Handling of library server, (after getting proper instruction from the Head/Dy. Librarian), if required updating the website; • Helping in compilation of bibliography, if required; • All other such jobs as assigned from time to time.
Project : MOMI Biorepository local analysis – INDIA PI : Dr. Shinjini Bhatnagar		
7.	Database Programmer One post Rs. 43,200/- 35 years	**Bachelor's Degree in Computer** Science B.E./B.Tech/BCA with one year of post qualification experience OR B.Sc. in Physics/Maths/Statistics/Operations Research/Economics with three **years'** of post qualification 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.
Project: Inter-Institutional program for Maternal, Neonatal and Infant Sciences A Translational approach-interdisciplinary Group for Advanced Research on BirtH outcomes –DBT India Initiative (GARBH-INI Phase II) PI : Dr. Shinjini Bhatnagar		
8.	Psychologist One post	Graduate degree in Psychology /Clinical Psychology or relevant subjects from a recognized	• Administration of Neuro developmental assessment

| | Rs. 32,000/-

30 years | University with five years of post-qualification work experience
OR
Master degree in Psychology /Clinical Psychology or relevant subjects from the recognized University.

Desirable:
At least with one year of experience in clinical trials/research projects registered with RCI. | protocols for infants and children born in cohort [GARBH-Ini]
• Need to develop the Standard Operating Procedures
• Application, interpretation and **recording of Bayley's scale of infant** development IV
• Application, interpretation and recording of PHQ 9
• Training and monitoring of RA, FW, Staff nurse in application of PHQ9
• Counselling of mothers with depression
• Essential package of care for baby with cognitive/ social delays (counselling of parents in early intervention)
• Assist Investigators to develop Case Record Forms [CRFs] and to coordinate and work with Clinical Management team at district hospital
• Performing accurate data entry into the database through electronic medium.
• Knowledge of Hindi, English and local language |

➤ Last date for receipt of online application : 25th September 2022.
➤ 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. 6. 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.

g) All results/notifications will only be published on our website. Therefore, the candidates should essentially visit THSTI website, regularly.

h) All communications will only be made through email.

i) 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.

j) The no. of vacancy indicated above may change subjected to the actual requirement at the time of Written test/skill test/interview.

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

l) Canvassing wrong information 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 degree/certificate (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 forfuture 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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