

S. No.	Designation	Duties and Responsibilities
1	EXECUTIVE DIRECTOR	To perform duties of Chief Executive Officer of the institution
2	DEAN	To regulate various scientific / academic / administrative activities of the institution and formulate policies to achieve the objectives of the institute.
3	PROFESSOR	The Professor will be responsible for translational research / academic activities of the centres with specific reference to the area of specialization for which the candidate is selected.
4	ASSOCIATE PROFESSOR	The Associate Professor will be responsible for translational research / academic activities of the centres with specific reference to the area of specialization for which the candidate is selected.
5	ASSISTANT PROFESSOR	The Assistant Professor will be responsible for translational research/academic activities of the centres with specific reference to the area of specialization for which the candidate is selected.
6	ADMINISTRATIVE OFFICER (PERSONNEL & ADMINISTRATION)	Responsible for secretariat work of the Executive Director. Supervision of the work done by junior staff members. Maintenance of records, files appointments, liaison work, liaison with administration section. Maintenance of performance records of staff, handling of confidential documents, preparation of brief of cases put up to Senior Officers.
7	SECTION OFFICER (STORES AND PURCHASE)	To supervise and deal with matters relating to Stores & Purchase, Procurement of Technical/Nontechnical Materials/Consumables and Vendor related matters.
8	INSTRUMENTATION ENGINEER	Responsible for assisting the scientists & others for the procurement, installation, maintenance and other support for the instruments / equipment of THSTI and supervise juniors.
9	SENIOR TECHNICAL OFFICER	Conduct experiments of routine nature, maintain logbook of instruments, stocks of research material: operate various service facilities of lab viz: incubators, water bath, power pack, lypholizers etc. for research activities, help research scholars in setting up/ calibration of instruments etc.
10	TECHNICAL OFFICER-II	Conduct experiments of routine nature, maintain logbook of instruments, stocks of research material: operate various service facilities of lab viz: incubators, water bath, power pack, lypholizers etc. for research activities, help research scholars in setting up/ calibration of instruments etc.
11	TECHNICAL OFFICER-I	Conduct experiments of routine nature, maintain logbook of instruments, stocks of research material: operate various service facilities of lab viz: incubators, water bath, power pack, lypholizers etc. for research activities, help research scholars in setting up/ calibration of instruments etc.
12	LAB TECHNICIAN	Work related to Laboratories of THSTI, which include cleaning of laboratory benches, equipment surfaces and office space, Collecting, storing and autoclaving of doubledistilled water, de-ionized water, plastic ware and glassware cleaning and sterilization of the same, autoclaving bacterial growth media and reagents, preparing autoclaved pipette tip boxes, eppendorf tubes for common use.
13	COMPUTER PROGRAMMER	Data entry, programming of database, data management, data backup, data analysis, work on development of software specification, create and document a conceptual and detailed design and produce required results independently. Coordination with users & other support functions.
14	DATA ENTRY OPERATOR	Data entry, data management, data backup and data recovery, complying with data integrity and security policies, to transcribe information into required electronic format, creation of patient cards at the OPDs, making reports, compiling files, typing letters, entering patient data / report