

(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/10/2023

Dated 15th February 2023

RECRUITMENT NOTIFICATION

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 are strengthened by the many core facilities viz. Small Animal Facility (which includes a Ferret facility), Data Management Center, Biorepository, Bioassay Laboratory, BSL-3 facility, Omics facility, Genome Sequencing facility, Computational and Mathematical Biology Center, etc 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 project entitled "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).

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of Post/ Max Monthly consolidated emoluments/ Age Limit	Minimum Qualifications & Experience	Desirable Qualification & Experience/Job Responsibilities
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	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, monitoring

		<p>OR 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</p> <p>OR MBBS or BDS or equivalent degree in health sciences with at least seven years of post-qualification relevant clinical research experience.</p> <p>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.</p> <p><u>Desirable</u> – Prior experience in the field of Clinical research and managing projects at Clinical Research Organization or Government Institutes.</p> <p>Note: additional qualification in relevant field will be considered as equivalent years of experience</p>	<p>deliverables as listed in the project, and ensuring adherence to regulatory and funding agency requirements</p> <ul style="list-style-type: none"> ➤ 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. <p><u>Administrative</u></p> <ul style="list-style-type: none"> ➤ 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
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 1st March 2023 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad - 121001

<p>2.</p>	<p>Computer Programmer</p> <p>One post</p> <p>Rs. 32,500/-</p> <p>30 years</p>	<p>Master’s degree in Computer Application/Information Technology/ Computer Science or equivalent from a recognized Institution/University.</p> <p>OR B.E./B.Tech in Computer Engineering/Computer Science/ Computer Technology/Information Technology or equivalent from</p>	<ul style="list-style-type: none"> ➤ To perform basic programming for developing quality checks in the clinical data management system, writing programs for exploratory data analysis for data cleaning and ongoing review ➤ He/she will assist the data analyst and data scientist in epidemiological and biomarker data analysis. ➤ Assist data manager to generate reports for the various multidisciplinary teams like the clinical
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		<p>a recognized Institution/University with two years post qualification experience in relevant areas of data management including programming for exploratory data analysis, edit checks in the database, etc in recognized organisations.</p> <p>OR</p> <p>Graduate degree in Computer Science/Information Technology /Computer Application / any discipline from a recognized University with atleast four years of post-qualification work experience in data management.</p>	<p>research team, biorepository team, etc. and coordinate and work with clinical research team</p>
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 3rd March 2023 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad - 121001

3.	<p>Data Entry Operator</p> <p>One post</p> <p>Rs. 31,000/-</p> <p>30 years</p>	<p>Graduate degree in Computer Science/Information Technology /Computer Application / any discipline from a recognized University with atleast three years of post-qualification work experience in data management.</p> <p>Desirable : Candidate's having experience in handling and analysing data on excel workbooks will be preferred.</p>	<ul style="list-style-type: none"> ➤ Receiving CRFs from clinical operations team ➤ Transcribe the clinical data from the case recording forms ➤ Feed the biorepository data into the common database. ➤ Maintain accountability of received CRF pages ➤ Performing accurate data entry into the database ➤ Performing query management as per protocol requirement for electronic data capture system
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Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 3rd March 2023 at 9:00 am at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad - 121001

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:

- 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) 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.
- e) 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.
- f) Number of positions may vary depending upon the requirement at the time of interview.
- g) All results/ notifications will be published on our website. Therefore, the candidates should visit THSTI website regularly.
- h) All communications will only be made through email.
- i) Canvassing wrong information in any form will be a disqualification.

(M.V.Santo)
Head-Administration

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