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ट्रांसलेशनल स्वास्थ्य विज्ञान
एवं प्रौद्योगिकी संस्थान

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-C/RN/15/2023

Dated: 12 September 2023

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 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:

1	Name of the post (No. of post)	Consultant Senior Program Officer, (01 Post)
	Name of the project	Technical support for building capacity of clinical trials in India (Phase 1) [WHO program]
	Emoluments	Rs. 75,000 (Consolidated) monthly (50%-time basis/Three days a week)
	Age	Up to 45 years
	Employment	Contractual
	Duration	Upto 31 December 2023 (can be extended further)
	Location	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
	Minimum Educational Qualification and Experience	<ul style="list-style-type: none"> Postgraduate degree in Science/Pharma/Public health from a recognized university OR Bachelor's degree in Medicine/Dentistry Minimum 4 years of experience at a mid-level in managing training programme preferably in clinical/healthcare/technologies or pharmacy areas.
	Desirable qualifications & work experience	<ul style="list-style-type: none"> PhD in Science/Pharmacy/Dentistry/ Medicine/public health Experience in working with Ministry of Health and Family Welfare/science agencies in India in areas of health technologies/clinical trials. Experience in working with a UN organization/or its projects.
	Professional skills	<ul style="list-style-type: none"> Sound technical knowledge in the core area – clinical trials Experience in possessing an interdisciplinary approach to course development Excellent management, interpersonal, networking skills Proficiency in English language. Excellent communication skills, both verbal & writing Proficient in computers and other IT skills Ability to prepare concept notes, course curriculum & policy documents, technical reports, budgeting, and forge successful collaborations
Job Profile	<p>Day-to-day management of this project which includes but is not limited to development as well as coordination.</p> <ul style="list-style-type: none"> Initiative in planning and driving this work. Organizing various meetings and discussions on course development Design and development of presentation template, course-related guidelines, and various checklists. Identifying the clinical trial sites from the established clinical trials network already created, and supported by DBT (BIRAC-CTN) & ICMR (INTENT) Discuss with domain experts to evaluate the training needs. Knowledge of Good Clinical Practice, Current ethical requirements, Current regulatory requirements, Pharmacy setup and IMP handling, Quality management. Conduct face-to-face or online training programs with selected clinical trial sites (optional, if needed) Support Course Advisory Group (CAG) in meetings Micro-planning, and management per topic with each resource person and CAG member (assigned per topic) Maintaining documentation and records – as per the requirements of the course including any changes needed from time to time 	

		<ul style="list-style-type: none"> • Coordination of any changes or enhancements in the course development and drafting of necessary documents • Creating storylines and case studies for animation-related tasks. Working with IT to get the course-related technical animations • Overseeing and drafting notes and reports, related to the course development • Contribute as a Course Secretariat in THSTI-WHO e-learning course developments and capacity building of clinical trial centre • Create awareness about the course to be launched on LMS through the websites, social platforms, and other outreach avenues. • Ensure that the course is being developed and run-in accordance with the general partnering organizations guidelines. • Meetings and continuous follow-ups with animation, 3-d graphics related tasks • Deal with any problem identified with respect to the course development with resource persons. • Support the quality assurance of other courses within the team by providing constructive feedback on course materials and assessments in development. • Monitor the progress of the course according to timelines • Where appropriate, take on program development work to support the achievement of the team's aim.
2	Name of the post (No. of post)	Program Assistant, THSTI-CDSCO-WHO Regulatory series (01 post)
	Name of the project	Technical support for building capacity of clinical trials in India (Phase 1) [WHO program]
	Emoluments	Rs. 50,000 (Consolidated) monthly
	Age	Up to 35 years
	Employment	Contractual
	Duration	Upto 31 December 2023 (can be extended further)
	Location	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
	Minimum Educational Qualification and Experience	<ul style="list-style-type: none"> • Graduate degree in Science/Pharma from a recognized university OR Bachelor's degree in Medicine/Dentistry • Minimum 2-3 years' experience at a mid-level in managing programme for clinical/ healthcare or pharmacy area. • Demonstrated working proficiency in managing an LMS based program, webinar platforms
	Desirable qualifications & work experience	<ul style="list-style-type: none"> • Higher qualifications in Science/Pharmacy/Dentistry/ Medicine • Experience in training and webinar domain • Experience working with various digital technologies, certificate management, feedback mechanisms and analysis • Knowledge of recording lectures, formatting, IT support, beta testing, etc. • Coordination with various faculty in recording and professional formatting of the course lectures with subject matter experts • Coordination with participants to ensure completion of their certification program
	Professional skills	<ul style="list-style-type: none"> • Excellent management, interpersonal, networking skills • Excellent communication skills, both verbal & writing • Proficient in computers and other IT skills • Soft skills and excellent people management
	Job Profile	Day-to-day management of this project which includes but is not limited to development as well as coordination.

	<ul style="list-style-type: none"> • Ability to conduct webinars • Facilitating communication between general staff and senior staff • Design and development of presentation template, course-related guidelines, and various checklists. • Scheduling appointments • Develop self-assessment tool based on a feedback analysis • Continuous follow-up and coordination with IT support for the auto generation of certificate. • Helping participants complete the entire process of taking this course • Conduct webinars and assist in coordinating lecture recordings. • Perform administrative tasks like tracking attendance and momentum database entry, preparing activity and evaluating forms, and updating and maintaining files. • Support Course Advisory Group (CAG), if any • Micro-planning, and management per topic with each resource person (assigned per topic) • Maintaining documentation and records – as per the requirements of the course including any changes needed from time to time • Overseeing and drafting for the webinar development • Create awareness about the webinars to be launched on LMS through websites, social platforms, and other outreach avenues. • Ensure that the webinar is being developed and conducted in accordance with general partnering organizations guidelines. • Deal with any problem identified with respect to the webinar with resource persons and participants and resolve it with help of senior management. • Monitor the progress of the webinars according to timelines <p>Support PI in any other work assigned from time to time in this project</p>
<p>➤ Interested candidates fulfilling the criteria as mentioned for Sr. No. 1 Post may walk-in for a written test/skill test/interview on 27th September @01:00 PM (13:00 hours) for Consultant Senior Program Officer Position at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001. (Note - The candidate must report by 10:00 AM to be interviewed otherwise the candidate will not be interviewed by the selection committee).</p> <p>➤ Interested candidates fulfilling the criteria as mentioned For Sr. No. 2. May walk-in for written test/skill test/interview on 26th September 2023 @11:00 AM at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001. (Note - The candidate must report by 10:00 AM to be interviewed otherwise the candidate will not be interviewed by the selection committee).</p> <p>➤ Note: Outstation candidates can send their request for an online interview through email: HR.CDSA@THSTI.RES.IN. one day prior to the interview with the updated CV/Qualification and experience certificate. Their candidature will be subjected to the approval of the appropriate authority. The request of Delhi/NCR Candidates for online Interviews will not be entertained.</p>	

GENERAL TERMS & CONDITIONS: -

- a) This is 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. 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.
- f) All results will be published on our website and all future communications will be only through email.
- g) 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.
- h) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
- i) Canvassing in any form will be a disqualification.
- j) You are requested to bring 2 passport size photograph & one set of photocopy of your education/qualification certificate/documents along with the originals at the time of interview.

“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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