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/17/2023 **Dated: 29 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 conductinnovative 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 industrysupported by well-trained teams of research and laboratory staff. This foundation has helpedpursuit of thematic research programmes which can be broadly categorized as, (a) Infectiousdiseases and Immunology (b) Maternal and Child Health, (c) Non-communicable disease (d) Multidisciplinary clinical and translational research. These will be strengthened by four corefacilities viz. Small Animal Facility, Data Management Centre, Biorepository and Bioassay Laboratory that will serve not only the research programmes of THSTI, but also the NationalCapital 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 developmentas 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)**	Project Associate -II (01)
	Name of the project	DBT Ne – Sepsis
	Emoluments	Rs.28000 + 24 % HRA = Rs. 34720/-
	Age	35 Years
	Duration	One Year
	Location	CDSA - THSTI
	Minimum Educational Qualification and Experience	• Bachelor's degree in Bio-technology or medicine or Life Science related field from a recognized institute / equivalent OR Master's degree in Life Sciences from a recognized institute / equivalent. • A minimum of 3 years' work experience after graduation OR at least one year of work experience after the post graduate degree. • Relevant experience of handling clinical site management, support to clinical site operations and administrative work for clinical research will be preferred.
	Professional skills	• Strong communication skills both verbal and written in English. • Proficient in Microsoft Office, including Word, Excel, PowerPoint, Outlook etc. and working experience with project management software. • Ability to work under pressure, exhibit integrity in behavior and action. • Ability to remain flexible and work independently with minimal guidance as well as collaboratively within a team setting.
	Job Profile	• Project tracking activities for efficient management of the SoW for respective assignment related projects/ assignments. • Responsible for supporting clinical study documents development for start-up activities and other study documents/dossiers as per project requirement and assist in collation and preparation of clinical study documents for submission for regulatory and EC approvals. • Supports creation, maintenance and periodic review of Trial Master Files, Tools and Systems for accuracy and completeness as per the regulatory and GCP requirements. • Participate in project related meetings and assist in preparation of agendas, presentation materials, minutes, and tracking of action items. • Assist project team in the preparation, handling, distribution, filing, and archiving of clinical study documentation as per departmental SOPs and project requirements. • Provide support for administrative tasks and office operations which may include but not limited to: - Coordinate with cross-functional departments for travel and accommodation arrangements for delegates of project meetings, investigator meetings etc. - Assist project teams in vendor payments and maintain tracking of payments. - Assist in administrative tasks of manpower recruitment and coordinate candidate interviews. • Creation of administrative notes as per project/operational requirements and tracking of approvals. • Work with Clinical Portfolio Management and other internal departments on their requirements as and when require.
2	**Name of the post (No. of post)**	Project Assistant (01)
	Name of the project	NBM Program
	Emoluments	Rs. 40,000/
	Age	35 Years

	Duration	Upto May 2024
	Location	CDSA - THSTI
	Minimum Educational Qualification and Experience	• Graduate with 3 years' experience **OR** • Post graduate with one-year experience of handling administrative work • Candidate with clinical research experience as from a recognized institute/organization will be preferred.
	Professional skills	• Strong communication skills both verbal and written in English. • Proficient in Microsoft Office, including Word, Excel, PowerPoint, Outlook etc. and working experience with project management software. • Ability to work under pressure, exhibit integrity in behavior and action. • Ability to remain flexible and work independently with minimal guidance as well as collaboratively within a team setting.
	Job Profile	• Provide support to the consultancy granted to us through NBM, in administrative tasks, office operations and project tracking activities for efficient management of the SoW for respective assignment related to allocated NBM projects/ assignments. • Provide the support for accurate forecasts for the project, procurement, planning, and tracking. • Implement and maintain effective administrative and project tracking systems / tools. • Creation of administrative notes as per project requirements and tracking of approvals. • Responsible for creation / providing inputs of clinical study documents for startup activities and other study documents / dossiers as per project requirement. • Supports creation, maintenance and period review of Trial Master Files, Tools and Systems for accuracy and completeness as per the regulatory and GCP requirements. • Assist in collation and preparation of clinical study documents for submission for regulatory and EC approvals. • Participate in CDSA- NBM and Project Team meetings and assist in preparation of agendas, presentation materials, minutes, and tracking of action items. • Liaise with CDSA team on consultancy services for NBM programs, admin department and finance department for arrangements of monitoring visits, conferences, workshops etc. • Coordinate with cross-functional departments for travel and accommodation arrangements for delegates of project meetings, investigator meetings etc. • Assist project teams in vendor payments and maintain tracking of payments. • Assist project team in the preparation, handling, distribution, filing, and archiving of clinical study documentation as per departmental SOPs and project requirements. • Work with Clinical Portfolio Management and other internal departments on their requirements as and when required. • Work closely with NBM BIRAC and CDSA teams for monitoring the grant allocated to the sites and help ensure resources are used efficiently. • Coordinate efforts within the team and with outside consultants efficiently. • Keep records of all information and communications related to project for documentation, clarification and presentation to the management.

- **Interested candidates fulfilling the criteria as mentioned for Sr. No. 1 Post may walk-in for a written test/skill test/interview on 10th October @11:00 AM for Project Associate -II at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001. (Note - The candidate must report by 09:30 AM to be interviewed otherwise the candidate will not be interviewed by the selection committee).**
- **Interested candidates fulfilling the criteria as mentioned For Sr. No. 2. May walk-in for written test/skill test/interview on 10th October 2023 @02:30 PM at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001. (Note - The candidate must report by 12:00 PM to be interviewed otherwise the candidate will not be interviewed by the selection committee).**
- **Candidates can apply for both positions but they will have to appear for the interview separately**

- **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 and name of the post. 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.**

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 lowerpost / lower emoluments on the recommendation of the Selection Committee.

e) Age and other relaxations for direct recruits and departmental candidates: 1. By five yearsfor 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. Thereis 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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