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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/18/2023

Dated: 30 October 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)	Program Manager, (01 Post)
	Name of the project	Diet and Biomarkers Survey in India (DABS-I)
	Emoluments	Rs. 1,00,000 (Consolidated) monthly
	Age	Up to 45 years
	Employment	Contractual
	Duration	One year
	Location	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
	Minimum Educational Qualification and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • MBBS/BDS/ BAMS/ BHMS/ BPT or equivalent degree from MCI recognised university with at least 4 years work experience in monitoring and/ or management of public health program or community-based research projects and at least 2 years in a lead role • OR Master's degree in clinical research/public health/ pharmacy or related discipline from a recognised university with at least 5 years work experience in monitoring and/ or management of public health program or community-based research projects and at least 3 years in a lead role • OR Master's degree in life sciences from a recognised university with at least 6 years work experience in monitoring and/ or management of public health program or community-based research projects and at least 3 years in a lead role <p>Desirable:</p> <ul style="list-style-type: none"> • MPH/ PhD in related discipline will be an added advantage for the position. • Candidates with experience in field monitoring or management of community-based studies will be preferred <p>Candidates with some basic data analysis skills using a statistical software will be advantageous</p>
Job Profile	<p>Lead supervisor and nodal point for ICMR and other agencies involved in the diet survey with a strong academic and experience in planning and implementing public health research projects.</p> <ul style="list-style-type: none"> • Coordinate and oversee the quality of all concurrent monitoring activities including monitoring timelines and deliverables, tracking and reporting of consenting, sample collection, processing and shipment activity. • Review the DABS documents relevant to the CDSA-THSTI SOW and developing study related materials such as Clinical Monitoring Plans, monitoring reports/ checklist, SOPs, training material and related documents Collate the monthly reports and submission to SRL, survey agency and sponsor. • Work with Zonal leads closely, track the monitoring activities and reporting and monthly reports submission to ICMR. • Supervise, mentor and track performance of DABS monitoring teams. • On-site accompanied and/or oversight visits to PSUs/ collection centres across all six nutrition zones. • Manage operational aspects for implementation of concurrent 	

		<p>monitoring activities from system and processes set-up, hiring and training of monitoring team, ensuring compliance with SOPs/ plans.</p> <ul style="list-style-type: none"> • Establish an effective communication plan with clear escalation matrix and ensure its compliance throughout. • Manage study-related vendors and serve as the nodal point for contracted vendors, identifying potential risks and resolving issues with vendors; establishing vendor management plans and reviewing quality metrics • Reviewing monitoring reports, protocol deviations and line listings to ensure reliable quality data are delivered. • Coordination with ICMR, oversight for preparation and execution of monitoring as per agreed schedule and field movement plan, track the DABS progress in active zone / region. • Coordination with finance department for management of budget sanctioned to CDSA-THSTI for the concurrent monitoring, tracking reimbursements as well as appropriate utilization and accountability of the expenses. • Work with Clinical Portfolio Management and other internal departments on their requirements as and when required.
	Skills	<ul style="list-style-type: none"> • Thorough understanding of the SoW, tools and systems developed by CDSA to support concurrent monitoring. • Strong academic and experience in planning and implementing public health research projects. • Leadership skills that include the ability to build effective project teams, ability to motivate others, delegation, drive and timely/ quality decision making. • Personal qualities that include the ability to gain trust and confidence with stakeholders. • Operational skills including focus and commitment to quality management and problem solving. • Influencing skills including negotiation and teamwork. • Effective communication skills that include the provision of timely and accurate information to stakeholders. • Ability to develop and implement clinical research monitoring plans, Sops, database concepts, and formats. • Ability to remain flexible as projects and priorities change and work independently with minimal guidance as well as collaboratively within a team setting. • Excellent Computer skills (MS Word, e-mail, excel, internet). • Ability to develop technical reports and manuscripts
2	Name of the post (No. of post)	Associate Program Manager, (03 post)
	Name of the project	Diet and Biomarkers Survey in India (DABS-I)
	Emoluments	Rs. 80,000 (Consolidated) monthly
	Age	Up to 35 years
	Employment	Contractual
	Duration	One Year
	Location	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
	Minimum Educational Qualification and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • MBBS/BDS/ BAMS/ BHMS/ BPT or equivalent degree from MCI recognised university with at least 3 years work experience in monitoring and/ or management of public health program or community-based research

		<p>projects OR</p> <ul style="list-style-type: none"> • Master’s degree in clinical research/public health/ pharmacy or related discipline from a recognised university with at least 4 years work experience in monitoring and/ or management of public health program or community-based research projects <p>OR</p> <ul style="list-style-type: none"> • Master’s degree in life sciences from a recognised university with at least 5 years work experience in monitoring and/ or management of public health program or community-based research projects <p>Desirable:</p> <ul style="list-style-type: none"> • MPH in related discipline will be an added advantage for the position. • Candidates with experience in field monitoring or management of community-based studies will be preferred <p>Candidates with some basic data analysis skills using a statistical software will be advantageous</p>
	Professional skills	<ul style="list-style-type: none"> • Thorough understanding of the SoW, tools and systems developed by CDSA-THSTI to support concurrent monitoring. • Strong academic and experience in planning and implementing public health research projects. • Leadership skills that include ability to build effective project teams, ability to motivate others, delegation, drive and timely/ quality decision making. • Operational skills including focus and commitment to quality management and problem solving. • Influencing skills including negotiation and teamwork. • Effective communication skills. • Ability to develop and implement clinical research monitoring plans, SOPs, tracking tools, technical reports. • Ability to remain flexible and work independently with minimal guidance as well as collaboratively within a team setting. <p>Excellent Computer skills such as MS-Office, statistical software, etc.</p>
	Job Profile	<p>Support Program Manager (PM) /Team Leads, CDSA-THSTI in supervision and monitoring of field monitoring activities in each zone.</p> <ul style="list-style-type: none"> • Coordinate and oversee the quality of all concurrent monitoring activities at PSUs and collection centres in the allocated Nutrition and Monitoring Research Unit (NMRU). • Monitoring timelines and deliverables, tracking and reporting of consenting, sample collection, processing and shipment activity. • Analysing and collating the weekly/monthly/state completion reports for the allocated NMRU’s. • Review the DABS documents and design concurrent monitoring plan, monitoring reports/ checklist, SOPs, training material and related documents. • Support PM for implementation of concurrent monitoring activities from system and processes set-up, hiring and training of monitoring team and ensuring compliance with SOPs/ plans. • Work with PM and Field monitors closely, track the monitoring activities, reporting and monthly reports submission to ICMR. • Review the field monitoring reports, approve and submit the consolidated reports from respective zone to PM. • Supervise, mentor and track performance of DABS monitoring team of allocated zone. • On-site accompanied and/or oversight visits to PSUs/ collection centres in respective NMRU. • Maintain communication with the DABS monitoring team and follow

		<p>escalation matrix for effective monitoring and efficient reporting.</p> <ul style="list-style-type: none"> • Support PM in managing study-related vendors, identifying potential risks and resolving issues with vendors; establishing vendor management plans and reviewing quality metrics. • Reviewing monitoring reports, protocol deviations and line listings to ensure reliable quality data are delivered. • Coordination with ICMR and oversight for preparation and execution of monitoring as per agreed schedule and field movement plan and track the DABS progress in respective NMRU and states. • Support finance department for management of budget sanctioned to CDSA-THSTI for the concurrent monitoring, tracking reimbursements as well as appropriate utilization and accountability of the expenses. • Oversight for compliance with approved documentation plan for monitoring team.
3	Name of the post (No. of post)	Data Analyst, (01 post)
	Name of the project	Diet and Biomarkers Survey in India (DABS-I)
	Emoluments	Rs. 65,000 (Consolidated) monthly
	Age	Up to 35 years
	Employment	Contractual
	Duration	One Year
	Location	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
	Minimum Educational Qualification and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Postgraduate in Mathematics/ Statistics/ Computer Science/ Computer Applications Demonstrated skills in data analysis using programming language <u>OR</u> • Graduate in Mathematics/ Statistics/ Computer Science/ Computer Applications with atleast 2 years of work experience and Demonstrated skills in data analysis using programming language <p>Desirable:</p> <ul style="list-style-type: none"> • Prior experience of minimum 2 to 3 year as Data analyst. <p>Clinical and laboratory knowledge will be an added advantage, although not necessary.</p>
	Job Profile	<p>Lead person for analysis of data.</p> <ul style="list-style-type: none"> • Should be responsible for collecting and maintaining information/data from all project team members as per the predefined process, analyzing and assess them and communicate back to the designated personnel. • Develop tools or software programs that present data in a useful format for project needs. • Design, create and maintain relational databases and data systems. Maintain data integrity or security and keep data management systems current. • Mine data from primary and secondary sources, Clean and prune data to discard irrelevant information. • Analyze and interpret results using standard statistical tools and techniques. Pinpoint trends, correlations and patterns in complicated data sets. • Identify new opportunities for process improvement and provide concise data reports and clear data visualizations for management. • Work with all team members and perform all other duties as anad the line Manager and Team Leader from time.
4.	Name of the post (No. of post)	Project Associate (Accounts), (01 post)
	Name of the project	Diet and Biomarkers Survey in India (DABS-I)

Emoluments	Rs. 35,000 (Consolidated) monthly
Age	Up to 35 years
Employment	Contractual
Duration	One Year
Location	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
Minimum Educational Qualification and Experience	<p>Essential</p> <ul style="list-style-type: none"> • B.Com with 3 years' accounting and book keeping experience of all the types of expenses including the payroll of a commercial organization in the latest version of Tally ERP9. • Good knowledge of all the aspects of tally ERP 9 including payroll, taxation and preparation of day to day accounts to Finalization of the Accounts. <p>Desirable</p> <ul style="list-style-type: none"> • M.Com /MBA Finance or CA Final with 3-5 years' experience as above. • Experience of working in Government and semi Government sector Knowledge of procurement procedures.
Professional skills	<ul style="list-style-type: none"> • Good knowledge of Microsoft Office suite especially in MS Excel. • Good knowledge of written and spoken English. • Working knowledge of administration. • Good communication and Interpersonal skill
Job Profile	<p>Essential Function:</p> <p>Job profile:</p> <p>The position will be placed in the account department of CDSA and will assist the department in the following:</p> <ul style="list-style-type: none"> • Preparation and Maintenance of all types of vouchers and cheque for payment in Tally ERP 9 as per the approvals given by the competent authority. • Preparation and processing of Payroll and Disbursement of salary in Tally – ERP9. • Issue of TDS Certificates on quarterly basis to the Contractors and Consultants • Preparation of monthly Bank Reconciliation statements • Prepare Fund utilization statements and Statement of Expenditure of the project. • Settlement of advances sanctioned under the project to the site staff. • Prepare and obtain approvals for the items purchased for the study. • Assistance to the HR associate for the admin related matters of the study.
<p>➤ Last date of receipt of online application: 08th November 2023.</p> <p>➤ The application will be scrutinized/shortlisted and processed for further selection.</p>	

SUBMISSION OF APPLICATION WILL BE THRU ONLINE MODE ONLY OTHERWISE IT WILL GETREJECTED OR IGNORED.

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) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.
- e) Number of positions to be hired, 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.
- g) All results will be published on our website and all future communications will be only through email
- h) 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.
- i) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
- j) Canvassing wrong in any form will be a disqualification.
- k) The candidate may be transfer to site location as per the project requirement and management discretion.

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/MD Degree (if applicable)
- viii) Relevant experience certificates (if applicable)
- ix) Caste / Disability certificate in the format prescribed by the Govt. of India, if applicable.
- x) Forwarding letter / NOC from the current employer in the case of candidates working in Govt. / PSUs / autonomous bodies.

2. Procedure for filling up online application:

- i) The eligible and interested candidates may apply online at the Institute’s website <https://thsti.res.in/en/Jobs>. 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 for futurereference.
 - 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	Applicationfee amount
1.	Unreserved, OBC & EWS candidates	For Sr. No. 1,2 & 3 Rs 590/- For Sr. No. 4 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 HR.CDSA@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