



thsti

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/25/2023

Dated: 08 December 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)	Field Monitor, (01 post for each of the states)
	Name of the States/ Location	(i) Assam (ii) Tripura (iii) Utter Pradesh (iv) Madhya Pradesh (v) Karnataka (vi) Maharashtra
	Name of the project	Diet and Biomarkers Survey in India (DABS-I)
	Emoluments	Rs. 30,000 (Consolidated) monthly
	Age	Up to 35 years
	Employment	Contractual
	Duration	The position will be hired for a period of 5 months. The extension (if any) will be subject to project requirement
	Minimum Educational Qualification and Experience	<p>Essential :</p> <ul style="list-style-type: none"> • Master's degree in pharmacy/ public health/ life sciences or related discipline from a recognised university with one-year experience of Research/ Monitoring/ Public Health projects <p>OR</p> <ul style="list-style-type: none"> • Graduate in pharmacy/ public health/ life sciences or related discipline from a recognised university with two years' experience of Research/ Monitoring/ Public Health projects <p>Desirable:</p> <ul style="list-style-type: none"> • Candidates with work experience in Research/ Monitoring/ Public Health projects will be preferred • Candidates well versed in MS Office (Word & Excel) will be preferred <p>Candidates with some basic data analysis with the help of any statistical software will be preferred.</p>
Professional skills	<ul style="list-style-type: none"> • Understanding of the scope of work, tools and systems developed by CDSA-THSTI to support the monitoring activities with basic computer skills. • Basic knowledge and ability to conduct clinical lab related monitoring. • Good written and verbal communication skills with understanding of local language and basic understanding of English. • Ability to read and write multiple local languages will be preferred. • Fair negotiation and problem-solving skills. • Effective time management skills and ability to manage field-based activities <p>Ability to establish and maintain effective working relationships with field teams (ICMR and others) and CDSA-THSTI concurrent monitoring team</p>	
Job Profile	<p>The role will involve exhaustive travel both in urban and rural parts of respective states</p> <ul style="list-style-type: none"> • As a full time, field position the remuneration will be paid based on the deliverables. The incumbent has to complete monitoring of specified number of primary sampling units (PSU). To be eligible for full remuneration FM has to complete the minimum assigned targets. The compensation may be reduced on a pro rata basis for non-fulfillment of the target. • The incumbent will be also paid a fixed travel allowance of ₹2000 per day to cover the food, local travel and stay cost irrespective of location & days of stay. • The one-time interstate travel cost (towards to and fro journey) will be paid as per actuals. The eligible class of travel will be City and state public 	

		<p>transport, Second/ Sleeper class of train and private mass transport bus /luxury services.</p> <ul style="list-style-type: none"> • Conducting site visits at allocated PSUs and collection point (CP) to monitor the subject's sample collection/shipment/processing and packaging for dispatch to reference laboratory through concurrent monitoring. • Complete appropriate training on study plans, SOPs, nutritional survey protocol to perform concurrent monitoring. <p>Monitoring and reporting of following activities at household/PSU level:</p> <ul style="list-style-type: none"> • Interview subject/parents and phlebotomist involved as per the DABS protocol • Monitor the process of anthropometry, biological and cooked food sample collection as per protocol/SOPs • Biological and cooked Food sample being collected for the right subjects. • Monitor for any safety concerns during the sample collection process. • Complete and accurate labelling and completion of forms related to sample collection and transport to collection center. • Fulfil requirements while transport of collected samples to designated collection centers. • Efficient communication between field phlebotomist and collection center team regarding samples collected and sent. <p>Monitoring and reporting of following activities at collection center/point:</p> <ul style="list-style-type: none"> • Receipt of biological and cooked food samples at collection center and related documentation • Handling and processing of the biological and cooked food samples as per protocol/SOPs • Packing of the biological and cooked food samples as per protocol/SOPs. • Sample Storage conditions at collection center/packaging and dispatch • Calibration of the equipment used for sample handling and processing. • Document the monitoring observations in the standard approved checklist and share with Associate Program Manager (APM) for review and provide clarifications, as requested. • Create and maintain appropriate documentation regarding PSU/ collection center/point visit and action plan for each allocated PSU. • Maintain study documentation and correspondence, shared with APM for filing in respective files. • Escalate on priority the major or critical quality issues to the Associate Program manager and/or Program manager. • Work with zonal leads as and when required to provide monitoring support.
<p>➤ Last date of receipt of online application: 20th December 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	Rs. 236/-
2.	SC/ST/Women/PwBD	Rs 118/-

3. **A. Candidates are requested to upload their documents for the respective states published on the portal respectively.**
- B. Candidate applying for multiple state will deposit their fee for any one state.**
- C. Interview of outstation candidate will be held online on zoom.**

D)Step 4 : Submission of application form.

- i) 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.
- ii) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.
- iii) 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.
- iv) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
- v) 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

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