



ब्रिक-ट्रान्सलेशनल स्वास्थ्य विज्ञान
और प्रौद्योगिकी संस्थान
**BRIC-Translational Health Science
and Technology Institute**



(An Institute of the Biotechnology Research and Innovation Council, 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/02/2024

Dated: 12 February 2024

1. BRIC - 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 & Project	Finance Officer (DTRC Project)
	Number of posts	One
	Emoluments	Rs. 55,000/-
	Age	40 Years
	Duration	3 Months (Can be extended further)
	Minimum Educational Qualification and Experience	<p>Essential:</p> <p>Graduate with PG Degree/Diploma in Commerce or CA/ICWA</p> <p style="text-align: center;">and</p> <p>Five years supervisory experience in a Govt. / PSU / Central Autonomous body/Corporate office of large Public Limited Company.</p>
	Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Good knowledge of Microsoft Office suite especially in MS Excel • Good knowledge of the latest version of Tally ERP • Good knowledge of written and spoken English. • Working knowledge of administration and procurement procedures. • Good communication and Interpersonal skills <p>Desirables:</p> <ul style="list-style-type: none"> • Experience of working in big size organizations or Government and semi Government sector preferably in organizations registered under societies Act 1860 • Knowledge of procurement practices
Job profile	<p>The dedicated Finance Officer will be responsible for all the work related to Finance and accounts specifically for Consultancy for NBM Grants:</p> <ul style="list-style-type: none"> • Managing the finances of grantees of NBM-BIRAC (grantees of CTN and the TRC-Dengue) and coordinate for submission of the Utilization Certificate & Statement of Expenditure. • Review of finance related documents before submission to the NBM. • Overall timely finalization of Balance sheet etc. • Proper maintenance of Accounts as per Govt of India guidelines, proper record keeping using latest techniques, carrying internal audit. • Preparation and Maintenance of all types of vouchers and cheque for payment in Tally ERP9 as per the approvals given by the Competent Authority. 	

		<ul style="list-style-type: none"> • Deduction of TDS and Goods and Service tax as per applicable law and ensuring timely deposit of TDS in different accounts on monthly basis. • Issue of TDS Certificates on quarterly basis. • Maintaining voucher files challan, cash book, ledger book, voucher file, rent and services charges file, office contingency, Training, Bank Transactions & Correspondence file. • Preparation of monthly Bank Reconciliation statements. • Maintaining Accounts records and registers, preparation of monthly accounts and balance sheet. • Make available all Account records and coordinate with external Auditor during audit. • Any work assigned by respective Authority under Finance and Accounts based on program deliverables or exigencies
<p>➤ Interested candidates fulfilling the criteria may walk-in for a written test/skill test/interview on 05th March 2024 @10:30 AM at THSTI, NCR Biotech Science Cluster,3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001.</p> <p>➤ (Note - The candidate must report by 09:30 AM to be interviewed otherwise the candidate will not be interviewed by the selection committee).</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 photocopies 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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