ब्रिक–ट्रांसलेशनल 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/22/2024 **Dated: 04 October 2024**

1. BRIC-Translational Health Science and Technology Institute (THSTI) is an Institute of the Biotechnology Research and Innovation Council, Department of Biotechnology, Ministry of Science & 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. BRIC-THSTI has built several inter-institutional collaborations and connectivity with industry supported by well-trained teams of research and laboratory staff. THSTI has established various centres namely (a) Centre for Maternal and Child Health, (b) Centre for Viral Therapeutics and Vaccines (c) Centre for Tuberculosis Research (d) Centre for Microbial Research, (e) Centre for Immunobiology and Immunotherapy (f) Centre for Drug Discovery (g) Clinical Development Services Agency (h) Computational and Mathematical Biology Centre (i) Centre for Bio-design and Diagnostics. These centres are strengthened by many core facilities viz. Bioassay Laboratory, Biorepository, Biosafety Level -3 Lab, Data Management Centre, Immunology Core laboratory, Multi-OMICS facility, Experimental Animal Facility, Vaccine design and Development facility, School of Innvoation in Biodesign etc that serve as huge resources for the research programmes of THSTI and 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 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.**	**Program Manager (01 Position)**
	Name of the Study	**DTRC**
	Age	45 Years
	Emoluments	Rs. 1,00,000/-
	Duration	Upto Feb 2025
	Minimum Educational Qualification and Experience	**Essential qualification and work experience**: • MBBS/ BDS/ Allied Medical degree with 5 years of work experience including at least 2 years in Clinical Project Management and/or Clinical trial/Study monitoring OR • Ph.D. in clinical sciences/ life sciences/ pharmacy/ public health/ healthcare, or other related disciplines with at least 2 years of work experience in Clinical Project Management and/or Clinical trial/Study monitoring OR • Master's degree in life sciences/ pharmacy/ public health/ healthcare, or other related disciplines with at least 5 years of work experience in Clinical Project Management and/or Clinical trial/Study monitoring. • Experience of a clinical trial or public health project management in a recognized organization/institute (academic clinical trials unit, CRO, pharmaceutical, biotechnology, or device company). **Desirable experience**: • Experience of a clinical trial or public health project management in a recognized organization/institute (academic clinical trials unit, CRO, pharmaceutical, biotechnology, or device company). • Demonstrable experience of line management, project management concepts and ability to understand, explain and communicate project concepts using standard tools and templates.
	Job profile	The Program Manager will lead the Program Management Unit formed within CDSA for operational oversight and to ensure smooth administration of the Dengue TRC across all member institutions of the consortium. The activities of the Program Manager will aid management, monitoring and outreach for TRC activities. The position is responsible for oversight, management, and operational execution of the program. Timely delivery of key tasks, while maintaining high quality standards are: - • Regular tracking of project and financial milestones. • Compiling clinical data and research data received from all participating institutions.

		• Ensuring the upload of all data on publicly available servers. • Maintaining details of publications, talks and other communications for the TRC. • Risk Management for the TRC. • Archiving program related documents, reports and others. • Compiling annual progress reports for the TRC, with input from project partners and administration. • Organizing annual and other interim meetings of consortia partners and other stakeholders. • Supporting external stakeholder communications for the TRC via websites and social media. • Supporting outreach to DBT BIRAC on behalf of the TRC. • Compiling a final report of milestones achieved and information delivered.
	Skills	• 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 a variety of clients, good learning ability, managerial courage, action-oriented and resilience in a fast-paced and rapidly changing environment • Comprehensive understanding of National Ethical guidelines Indian Clinical Trials Regulations, ICH and CDSCO Good Clinical Practice • Effective communication skills that include the provision of timely and accurate information to stakeholders, proficiency in English, strong written and oral communication skills • Computer literacy in Word, Excel, PowerPoint, Access or other trial management systems • Ability to develop and deliver presentations, prepare technical reports and contribute effectively in the manuscripts • Ability to develop and implement monitoring plans and SOPs • Demonstrated ability to prioritize workload in order to meet multiple deadlines • Ability to work independently with minimal guidance as well as collaboratively within a team setting
2.	**Name of the post & No.**	**Quality Manager (01 Position)**
	Name of the Study	**DTRC**
	Age	45 years
	Emoluments	Rs 80,000/-

	Duration	Upto Feb 2025
	Minimum Educational Qualification and Experience	**Essential qualification and work experience**: • Master's Degree or PG Diploma in Life Sciences or Biomedical Sciences or Pharmacy or Public Health or Clinical Research. • At least 4 years of demonstrated experience in clinical trial monitoring or clinical site management experience. • GCP Certification. **Desirable**: • GCLP Certification or experience of monitoring of laboratory-based activities/ research. • Two years of work experience in the area of Quality Control and Quality Assurance in clinical research.
	Job profile	• Oversees quality management processes and provides guidance and support to project teams to meet quality standards. • Actively lead or assist activities in the areas of Internal Quality improvements and CAPA (Corrective and Preventive Actions). • Ensure that the assigned study is conducted in accordance with study protocols, GCP guidelines, and applicable regulatory requirements. • Lead or assist with identifying non-conformances with requirements, provide suitable recommendations, and facilitate ongoing quality improvements using a risk-based methodology. • Proactively identify the project risks and assist in providing training to study staff in good clinical and documentation practices. • Maintain GCP-compliant processes that control the quality of work at the study site. • Conduct source document verification and case record forms for assessing the study trends. • Develop quality monitoring plan and processes for clinical activities of data collection, laboratory-based activities of sample processing and storage, and running of the biorepository. • Overseeing and/or performing quality functions and executing quality programs (clinical operations, clinical laboratory, data management review) • Collaborate with clinical and project management teams to ensure compliance with quality standards, timelines, and appropriate follow-up in areas of deficiency. • Coordinate expert monitoring visits/ audits as per project requirements. • Work with the Clinical Portfolio Management department and other internal

		departments on their requirements as and when required. • Work with data management and other key departments (laboratory, etc.) to track the process, and progress, and to ascertain the foreseen challenges proactively.
	Skills:	• Good understanding of needs for projects and job responsibilities. • Extensive knowledge of GCP/GLP, observational studies, and appropriate regulations and guidelines. • Ability to develop and implement clinical and laboratory monitoring plans, SOPs, database concepts, and formats. • Ability to build effective project teams, ability to motivate others, delegate, 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 to provide timely and accurate information to all stakeholders. • Ability to assess non-compliance situations and recognize the potential or real wider strategic risk to the project, escalate when needed. • Ability to identify systematic causes of complex quality problems and recommend long-term solutions. • Create fair and ethical culture that fosters high standards of ethics. • Basic business computer skills (MS Word, Excel, e-mail).
3.	**Name of the post & No.**	**Clinical Research Associate (01)**
	Name of the Project	**DTRC**
	Emoluments	Rs. 55,000/-
	Age	35 Years
	Duration	Upto Feb 2025
	Minimum Educational Qualification and Experience	• Bachelor in Life Sciences with a minimum of three (3) years of relevant clinical trial monitoring or clinical site coordinator experience. OR • Master's degree/ PG diploma, life sciences, pharmacy, public health, healthcare, or other related disciplines with a minimum of two (2) years of relevant clinical trial monitoring or clinical site coordinator experience. • MBBS/ BDS/ BHMS/ BAMS/ BPT preferred (Experience as above)
	Job profile	• The Study Monitor/ CRA conducts monitoring visits for assigned trial protocol and trial sites. Overall responsibilities are to ensure that the trial is being conducted in accordance with the protocol, standard operating procedures, good clinical practice, and applicable regulatory requirements. • Performs site monitoring throughout the trial which involves visiting the trial sites on a regular basis (site initiation to site closeout) in accordance with the contracted scope of work.

		• Performs quality functions and executes quality programs (clinical operations, clinical laboratory) as per GCP/GCLP and regulations • Completes appropriate therapeutic, protocol, and clinical research training to perform job duties. • Setting up the trial sites such that each center has the trial materials, including the trial drug while ensuring all trial supplies are accounted for in the study. • Administers protocol and related trial training to assigned sites and establishes regular lines of communication with sites to manage ongoing project expectations and issues. • May provide training and assistance to junior clinical staff. • Creates and maintains appropriate documentation regarding site management, monitoring visit findings, and action plans by submitting regular visit reports and other required trial documentation. • Manages the progress of assigned studies by tracking regulatory/ IEC submissions and approvals, recruitment, and enrolment, CRF completion and submission, and data query generation and resolution. • Verifying that data entered into the CRFs is consistent with participant clinical notes (source data/ document verification) • Writing monitoring visit reports. • Filing and collating trial documentation and reports. • Archiving trial documentation and correspondence. • Evaluate the quality and integrity of trial site practices related to the proper conduct of the protocol and adherence to applicable regulations. • Escalates quality issues to the Quality Manager, Project Manager, and/ or senior management. • Work with the Clinical Portfolio Management department on other projects as directed and with other internal departments on their requirements as and when required.
	Skills	• Basic knowledge and ability to apply GCP and applicable regulatory guidelines. • Computer skills including proficiency in the use of Microsoft Office applications. • Strong written and verbal communication skills including good command of English required. • Excellent organizational and problem-solving skills. • Effective time management skills and ability to manage competing priorities.
4.	**Name of the post & No.**	**Finance Officer** (01) •
	Name of the Project	**DTRC Project**

	Emoluments	Rs. 55,000/-
	Age	40 Years
	Duration	Upto Feb 2025
	Minimum Educational Qualification and Experience	**Essential**: • Graduate with PG Degree/Diploma in the relevant functional area or CA/ICWA **and** • Minimum Five years' supervisory experience in a Govt. / PSU / Central Autonomous body/Corporate office of large Public Limited Company. **Desirable**:- • Knowledge of Government Rules and Regulations and working in a computerized environment
	Job profile	The dedicated Finance Officer will be responsible for all the work related to Finance and accounts specifically for Consultancy for NBM Grants: • 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. • 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 •
	Skills	**Essential:** • 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 **Desirables:** • 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

➢ **Interested candidates fulfilling the criteria as mentioned may walk-in for a written test/skill test/interview on 14th October @10:00 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).**

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) fallingunder 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 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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