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

भर्ती नोटिस सं. : टीएचएस-सी/आरएन/21/2025 **दिनांक: 27 अक्टूबर 2025**

RECRUITMENT NOTICE NO.: THS-C/RN/21/2025 **Dated: 27 October 2025**

भर्ती अधिसूचना/ RECRUITMENT NOTIFICATION

1. BRIC-Translational Health Science and Technology Institute (THSTI), जैव प्रौद्योगिकी अनुसंधान और नवाचार परिषद, जैव प्रौद्योगिकी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार का एक संस्थान है। भारत का यह संस्थान फरीदाबाद में स्थित इंटरडिसिप्लिनरी एनसीआर बायोटेक साइंस क्लस्टर का एक अभिन्न अंग है, जिसमें अभिनव ट्रांसलेशनल अनुसंधान करने और मानव स्वास्थ्य में सुधार के लिए अवधारणाओं को उत्पादों में ट्रान्स्लेट करने के लिए विषयों और व्यवसायों में अनुसंधान सहयोग विकसित करने का मिशन है।
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, 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. ब्रिक-टीएचएसटीआई ने अनुसंधान और प्रयोगशाला कर्मचारियों की प्रशिक्षित टीमों द्वारा समर्थित उद्योग के साथ कई अंतर-संस्थागत सहयोग और कनेक्टिविटी का निर्माण किया है। टीएचएसटीआई ने विभिन्न केंद्रों की स्थापना की है जैसे (क) मातृ और बाल स्वास्थ्य केंद्र, (ख) वायरस अनुसंधान, चिकित्सा और टीका केंद्र (ग) तपेदिक अनुसंधान केंद्र (घ) माइक्रोबियल अनुसंधान केंद्र, (ड़) इम्युनोबायोलॉजी और इम्युनोथेरेपी केंद्र (च) ड्रग डिस्कवरी केंद्र (छ) नैदानिक विकास सेवा एजेंसी (ज) कम्प्यूटेशनल और गणितीय जीव विज्ञान केंद्र (झ) बायो-डिजाइन और निदान केंद्र। इन केंद्रों को कई मुख्य सुविधाओं द्वारा मजबूत किया गया है जैसे कि बायोएसे लेबोरेटरी, बायोरेपोजिटरी, बायोसेफ्टी लेवल-3 लैब, डेटा मैनेजमेंट सेंटर, इम्युनोलॉजी कोर लेबोरेटरी, मल्टी-ओमिक्स सुविधा, प्रयोगात्मक पशु सुविधा, वैक्सीन डिजाइन और विकास सुविधा, बायोडिजाइन में नवाचार का स्कूल आदि। जो THSTI के अनुसंधान कार्यक्रमों और राष्ट्रीय राजधानी क्षेत्र बायोटेक साइंस क्लस्टर और अन्य शैक्षणिक और औद्योगिक भागीदारों के लिए विशाल संसाधनों के रूप में काम करते हैं। ब्रिक-टीएचएसटीआई कई महत्वाकांक्षी और वैश्विक रूप से प्रतिस्पर्धी शैक्षणिक पाठ्यक्रमों के माध्यम से वैज्ञानिक लीडर की अगली पीढ़ी को प्रशिक्षित करता है जो बहु-विषयक शिक्षाविदों-उद्योग साझेदारी के माध्यम से अनुसंधान और नवाचार को बढ़ावा देता है ।
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 Virus Research, 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 Innovation in Bio design 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. BRIC-THSTI trains the next generation of scientific leaders through many ambitious and globally competitive academic courses which promotes research and innovation through multi-disciplinary academia-industry partnerships.

3. यह भर्ती क्लिनिकल डेवलपमेंट सर्विसेज एजेंसी (CDSA) केंद्र में परियोजना पदों की रिक्तियों को भरने के लिए की जा रही है। CDSA, THSTI का एक विशेष केंद्र है, जिसे सार्वजनिक स्वास्थ्य रोगों के लिए किफायती स्वास्थ्य उत्पादों के विकास को सुविधाजनक बनाने के उद्देश्य से स्थापित किया गया है। यह देश का एकमात्र सार्वजनिक केंद्र है जिसे लाभ-न कमाने वाले तकनीक-आधारित प्रीक्लिनिकल और क्लिनिकल उत्पाद विकास के साथ-साथ सार्वजनिक एजेंसियों द्वारा किए जाने वाले क्लिनिकल अनुसंधान को समर्थन और पोषण देने के उद्देश्य से बनाया गया है। यह प्रशिक्षण और सीखने के एक इको-सिस्टम के विकास की दिशा में काम करता है और सार्वजनिक क्षेत्र की संस्थाओं तथा छोटे और मध्यम उद्यमों (SME) के साथ मिलकर नवाचारपूर्ण तकनीकों को जनहित में चिकित्सीय उत्पादों में बदलने का कार्य करता है। 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.

CDSA के मुख्य उद्देश्य निम्नलिखित हैं:

a. एक अकादमिक क्लिनिकल रिसर्च यूनिट के रूप में, अध्ययन योजना, सेटअप, संचालन, परियोजना प्रबंधन, निगरानी, डेटा प्रबंधन, सुरक्षा रिपोर्टिंग, विश्लेषण और रिपोर्ट लेखन में अन्वेषकों और SMEs को अंत-to-अंत क्लिनिकल अध्ययन समर्थन प्रदान करना।
b. क्लिनिकल विकास/प्रयोजन और नियमन के क्षेत्र में उच्च गुणवत्ता वाले प्रशिक्षण के माध्यम से शोध क्षमता और क्षमता का निर्माण करना।
c. देश में क्लिनिकल रिसर्च पर्यावरण का समर्थन और सुदृढ़ करना।
d. नियामक विज्ञान और नीति समर्थन: शोधकर्ताओं, नियामकों, स्वास्थ्य नीति निर्माताओं और उद्योग को समर्थन देने के लिए उपकरण और दृष्टिकोण प्रदान करना।

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.

4. यह भर्ती निम्नलिखित परियोजनाओं के तहत ब्रिक-टीएचएसटीआई की रिक्तियों को भरने के लिए है:
This recruitment is to fill up the vacancies of BRIC-THSTI under the following projects:

<u>पद के लिए आवश्यक शैक्षिक योग्यता और अनुभव /Educational Qualification and Experience required for the post:</u>

1.	**पद का नाम/Name of the post**	Clinical Project Manager/ नैदाननक पररयोजना प्रबंधक
	पदों की संख्या/Number of the post	01
	परियोजना का नाम/Name of the Project	Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context -specific solutions.
	वेतन/Emoluments	Rs. 78,000/- + HRA
	उम्र/Age	Up to 45 years
	न्यूनतम शैक्षिक योग्यता और अनुभव/Minimum Educational Qualification and Experience	**Essential qualifications and work experience:** • MBBS/BDS/BVSc with a minimum of five (5) years of experience in clinical project management and/or clinical trial/ study monitoring. **OR** • Master's Degree or PG Diploma or PhD in Life Sciences / Biomedical Sciences / Pharmacy / Public Health / Clinical Research with at least five (5) years of experience in clinical project management and/or clinical trial/ study monitoring. **AND** • Experience in clinical trial or public health project management in a recognised organisation/institute (academic clinical trials unit, CRO, pharmaceutical, biotechnology, or medical device company) **Desirable qualifications and work experience:** • Postgraduate degree in Public Health • MD/DNB from a recognised Indian University/recognised by MCI • PhD in a health-related discipline • Demonstrable experience of line management, project management concepts, and ability to understand, explain and communicate • Project management concepts using standard tools and templates.
	नौकरी का प्रोफ़ाइल/ Job profile	The Clinical Project Manager is responsible for overseeing, managing, and executing the operational aspects of assigned clinical studies and trials, ensuring the timely delivery of milestones while upholding the highest standards of quality, compliance, and scientific integrity. The role demands cross-functional leadership, operational excellence, and a strategic mindset to support complex clinical research programs. **<u>Key Responsibilities:</u>** • Maintain the integrity of clinical trials by monitoring data, processes, and documentation through both onsite visits and remote oversight. • Conduct site qualification, initiation, monitoring, and close-out visits for assigned clinical trials/research studies. Must be willing to travel to clinical sites across India on short notice and stay for extended durations as needed.

		• Lead cross-functional coordination efforts, working closely to develop, implement, and maintain comprehensive project plans and timelines. Clearly communicate project expectations to all relevant team members and consultants. • Manage overall project budgets to ensure alignment with scope and financial objectives. • Support the implementation and maintenance of systems related to resource planning, study administration, monitoring, quality assurance, and documentation, under the supervision of the Chief - Clinical Portfolio Management (CPM). • Undertake additional responsibilities within the Clinical Portfolio Management team as required by project deliverables or organisational needs. • Establish and enforce procedures to ensure adherence to study protocols, regulatory requirements, and organizational standards. • Ensure adherence to applicable regulatory and ethical frameworks, including oversight by regulatory authorities, ethics committees, and other governing bodies. • Coordinate and support audit readiness and audit processes, including the development of Corrective and Preventive Actions (CAPAs). • Liaise with the Steering Committee and Data Safety Monitoring Board (DSMB) to ensure compliance with Research Governance, Good Clinical Practice (GCP), Data Protection, and Ethical Guidelines. • Prepare or oversee regulatory and ethics submissions, amendments, and responses to regulatory queries, ensuring timely approvals and renewals. • Develop and deliver project-specific and protocol-specific training, as well as additional training as requested. • Provide ongoing guidance, mentorship, and operational training to project staff as needed. • Serve as trainer for training initiatives conducted by CDSA. • Collaborate with Investigators to monitor study progress, ensure meaningful outputs, and support necessary protocol or funding amendments based on study findings or operational needs. • Facilitate partnerships with sponsors, collaborators, and regulatory bodies to support compliance, reporting, and trial visibility. • Engage external stakeholders such as funding bodies and governmental agencies to enhance trial impact and reach. • Oversee the development, approval, and distribution of essential study documents, including study protocols, Case Report Forms (CRFs), study manuals, and tools for investigational sites and review boards. • Manage regulatory documentation workflows, including distribution, collection, and tracking, ensuring compliance and audit readiness. • Collaborate with data management and other departments to monitor project milestones, assess challenges, and drive progress. • Evaluate, implement, and oversee clinical trial management systems (CTMS), electronic data capture (EDC), and eTMF systems. • Act as the point of contact for clinical systems integration, troubleshooting, and training. • Select, contract, and manage vendors and CROs, including central labs, data management providers, and technology partners.

		• Monitor vendor performance, adherence to timelines, and deliverables in accordance with study plans and quality standards. • Develop and maintain a study-specific Risk Management Plan. • Identify, monitor, and mitigate project risks, including protocol deviations, site issues, or compliance concerns. • Support protocol development, study design discussions, and ensure alignment with scientific and operational goals. • Assist in the development of manuscripts, conference abstracts, and publications derived from trial data. • Collaborate with site teams to implement patient recruitment, engagement, and retention strategies. • Promote inclusive research practices that support diverse participant enrollment and reduce barriers to access. • Track and reconcile project expenditures; oversee financial reporting and milestone payments. • Contribute to grant writing, funding proposals, and reporting to funding agencies or donors as needed.
	कौशल /Skills	• Demonstrated ability to build, lead, and mentor high-performing project teams. Skilled in motivating and inspiring others, effectively delegating responsibilities, and making timely, high-quality decisions in complex clinical settings. • Recognized for earning the trust and confidence of diverse stakeholders. Possesses a quick learning aptitude, managerial courage, emotional resilience, and a proactive mindset, particularly in dynamic and fast-paced environments. • Deep knowledge of Indian clinical trial regulations and a comprehensive understanding of global standards, including ICH-GCP and CDSCO guidelines. Committed to upholding the highest standards of regulatory and ethical compliance. • Strong grasp of clinical operations, project budgeting, and resource management. Demonstrates a continuous improvement mindset, with a focus on quality assurance, operational efficiency, and pragmatic problem-solving. • Exceptional ability to negotiate, influence, and align cross-functional teams and external partners. Approaches challenges with a collaborative, solution-oriented mindset that fosters consensus and drives results.
वॉक-इन साक्षात्कार की तिथि/ Date of walk-in interview:		**10th November 2025 @09:00 AM** at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad – 121001.
2.	**पद का नाम/Name of the post**	Project Associate – II/परियोजना सहयोगी - II
	पदों की संख्या/Number of the post	01
	परियोजना का नाम/Name of the Project	Sepsis-related mortality in neonates in India: A multi-disciplinary, multi-institutional research program for context -specific solutions.
	वेतन/Emoluments	Rs. 28,000 + HRA
	उम्र/Age	35 years

	न्यूनतम शैक्षिक योग्यता और अनुभव/Minimum Educational Qualification and Experience	**Essential qualification:** • Graduate degree (3 years) in Life Sciences with a minimum of 2 years of post-qualification experience in clinical research, **OR** • Professional degree in MBBS, BDS, BVSc, BAMS, BHMS, BUMS, BSMS, BNYS, B.Sc. Nursing, BPT, B. Pharm, **OR** • Postgraduate or Ph.D. in Life Sciences. • **Good Clinical Practice (GCP) certification is mandatory.**
	नौकरी का प्रोफ़ाइल/ Job profile	The **Project Associate** plays a key role in supporting the execution and management of clinical trials and research studies across all phases. Reporting to the Chief–CPM and Project Manager, the role ensures efficient day-to-day research operations, accurate maintenance of regulatory and study documentation, and effective coordination of communication and logistics among study stakeholders. The incumbent is expected to work independently on assigned tasks, anticipate and address potential challenges, and contribute to process improvements. • Review and develop familiarity with study protocols, including procedures, timelines, eligibility criteria, confidentiality, and privacy protections. • Perform data and process monitoring support; ensure maintenance of essential documents at trial sites and CDSA. • Support on-site co-monitoring visits with the Project Manager (PM) and Quality Manager (QM); willingness to travel across trial sites as required. • Assist the study team in communicating study requirements to investigators and site staff; provide appropriate training materials and maintain study-specific training logs. • Support the development of clinical study documents for start-up and other project requirements; assist in preparing submissions for regulatory and ethics committee (EC) approvals. • Create, maintain, and periodically review the Trial Master File (TMF), Investigator Site Files (ISF), and related systems/tools for accuracy, completeness, and GCP compliance. • Participate in project-related meetings; assist with agenda preparation, presentations, minutes, and tracking of action items. • Assist with preparation, handling, distribution, filing, version control, and archiving of study documentation as per SOPs and project requirements. • Maintain and update regulatory/ethics submission trackers; follow up on approvals and site compliance documentation. • Support safety reporting by tracking and forwarding SAEs/AEs to the relevant study teams. • Coordinate study logistics, including shipment and tracking of clinical supplies, kits, equipment, and courier activities. • Assist with eCRF/EDC management by monitoring data entry, resolving queries, and coordinating with data management.

		• Maintain delegation of authority logs and ensure investigator/site staff training certifications are up to date. • Support audit and inspection readiness; assist with CAPA documentation and tracking. • Provide general administrative and project support, including maintaining trackers, study contact lists, meeting schedules, and inter-departmental coordination
	कौशल /Skills	• Strong written and verbal communication skills in English. • Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and working knowledge of project management tools. • Ability to work independently with minimal supervision as well as collaboratively in a team environment. • Flexible, organized, and able to work effectively under pressure while maintaining integrity.
वॉक-इन साक्षात्कार की तिथि/ Date of walk-in interview:		**10th November 2025 @09:00 AM** at THSTI, NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway, Faridabad – 121001.
3.	**पद का नाम/Name of the post**	कायमक्रम अगधकारी /Program Officer
	पदों की संख्या/Number of the post	01
	परियोजना का नाम/Name of the Project	India Regulatory Science Course Development Support
	वेतन/Emoluments	Rs. 1,50,000
	उम्र/Age	Not exceeding 55 years
	न्यूनतम शैक्षिक योग्यता और अनुभव/Minimum Educational Qualification and Experience	**Essential Qualification and years of Experience** • Postgraduate degree in Science/ Pharmacology/ Life Sciences/ Regulatory Science/ Public Health from a recognised University with atleast 6 years of relevant work experience **Or** • Bachelor's degree in Dental Surgery or Medicine with a MPH/ MSc in Clinical Research with atleast 4 years of relevant work experience **Essential Experience:** • Experience at mid-level, in managing and delivering training programmes preferably in clinical research/ regulatory science/ healthcare/ technologies/ pharmacy or related fields • Strong prior experience of planning and execution of training workshops (online and/ or offline) and course delivery • Proven track record of collaborating across internal teams and with external stakeholders such as government bodies, academic institutions, and industry stakeholders
	नौकरी का प्रोफ़ाइल/ Job profile	CDSA-THSTI seeks a dynamic professional to support the planning, coordination and delivery of a comprehensive regulatory science training program aimed at addressing India's evolving needs in regulatory science and clinical research. The program includes various

		capacity building deliverables, currently in various stages of development. Key details about this position: • The incumbent will play a pivotal role in supporting content finalization, coordination and programme management of key steps of the workplan to ensure timely progress. • This position will facilitate alignment across internal teams at CDSATHSTI, and with the stakeholders and relevant subject matter experts. • The incumbent will work under the oversight of the Senior Programme Officer and leadership at CDSA-THSTI. • The incumbent will play a key role in the planning and execution of workshops, courses and PG diploma delivery across both online and offline sessions and for all the deliverables. • The incumbent will facilitate engagement with industry partners for delivery, internships or placements and support enrolment efforts for student cohorts. Overall, the incumbent will serve as a vital contributor to capacity-building initiatives aimed at strengthening India's regulatory science ecosystem. **Key Responsibilities:** *This position will be responsible for* 1. ***Assisting in the development of the regulatory science program (PG diploma, short courses, workshops and "training of the trainers") as part of the team*** • **Supporting curriculum development:** Assisting the Senior Program Officer in finalisation of training content aligned to the regulatory science diploma, online courses and the workshop(s) curricula including coordination with various technical collaborators, subject matter experts, delivery partners and the CDSCO • **Stakeholder Collaboration**: Acting as a liaison (along with the Senior Programme Officer) between regulatory experts, academic institutions, and industry leaders to ensure timely input and delivery of content as per agreed-upon partner roles and terms and to ensure completion of content for all deliverables 2. **Workshop delivery:** Planning, organizing and leading the delivery of at least three high-impact workshops focused on critical topics; this includes assisting in sending, tracking invitations and acceptance of participants, faculty and organizers, supporting venue, travel and logistics planning and execution on the day of the workshop 3. **Coordination with course delivery partners and industry partners for delivery of the PG diploma course and short online courses** ● Assisting in onboarding of course delivery and industry partners prior to launch and delivery

		• Taking a lead role in coordination with course delivery partners (CDSCO, WHO and others) & industry partners to ensure timely roll-out, delivery of courses **4. Student outreach and enrolment** • Assisting in outreach efforts, creation of an outreach plan, enrolment, and the admissions process • Supporting student competency assessment administration, scoring, and outward communication to students during the course of the program
	कौशल /Skills	• Effective team collaboration and stakeholder management skills. • Strong organisational abilities to manage competing priorities and deadlines. • Ability to analyse and synthesise complex information from diverse sources. • Exceptional written and verbal communication skills, with a strong focus on detail and accuracy • Demonstrated capacity to lead and deliver workshops, trainings, online and offline educational courses

क्रमांक 3 में उल्लिखित पद के लिए/For post mentioned in Sr. No. 3:

- **पदों के लिए ऑनलाइन आवेदन प्राप्त करने की अंतिम तिथि: 16 नवंबर 2025/Last date for receipt of online application for posts: 16 November 2025**
- **आवेदनों की जांच/छंटनी की जाएगी और उन्हें आगे की चयन प्रक्रिया के लिए भेजा जाएगा।/The applications will be scrutinised/shortlisted and processed for further selection**

नोट:1) उपरोक्त पद के लिए आवेदन करने वाले उम्मीदवारों को अपना नवीनतम रिज़्यूमे, शैक्षिक योग्यता और अनुभव के समर्थन में दस्तावेजों की एक प्रति, मूल दस्तावेज़ और सत्यापन के लिए एक वैध आईडी कार्ड लाना होगा। 2) जो उम्मीदवार निर्धारित समय के बाद आएंगे, उन्हें प्रवेश नहीं दिया जाएगा। 3) लिखित परीक्षा/कौशल परीक्षण/साक्षात्कार के लिए आने वाले सभी उम्मीदवारों को अनिवार्य रूप से अपनी मोबाइल फोन और वैध पहचान प्रमाण रिसेप्शन पर जमा करना होगा, और यह केवल चयन प्रक्रिया पूरी होने के बाद ही वापस किया जाएगा।

NOTE: 1) The candidates applying for the above post must bring their latest resume, one set of photocopy of documents in support of their educational qualification and experience along with originals and a valid ID cards for verification. 2) Candidates coming after the time slot mentioned will not be entertained. 3) All the candidates coming for written test/skill test/interview will be mandatorily required to deposit their mobile phone along with a valid Identity proof at the reception and the same will only be returned back on completion of the entire selection process.

सामान्य नियम व शर्तें/ GENERAL TERMS & CONDITIONS:

a) These are the 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. The candidates are required to satisfy themselves, before applying /appearing for the selection process, that they possess the minimum eligibility criteria as laid down in the recruitment advertisement. No query will be entertained with regard to the eligibility criteria.

d) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification, experience etc.
e) 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.
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. Institute employees will get the age relaxation to the extent of the service rendered by them as on closing date of advertisement. 6. For Ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service.
g) All results/notifications will only be published on our website. Therefore, the candidates should essentially visit THSTI website, regularly.
h) All communications will only be made through email.
i) 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.
j) The no. of vacancy indicated above may change subjected to the actual requirement at the time of Written test/skill test/interview.
k) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules/ guidelines shall prevail.
l) Canvassing wrong information in any form will be a disqualification.

उपरोक्त तालिका 3 में उल्लिखित पदों के लिए आवेदन कैसे करें:/ HOW TO APPLY FOR POSTS MENTIONED IN ABOVE TABLE 3:

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 degree/certificate (if applicable)
   viii) Relevant experience certificates (if applicable)
   ix) Caste / Disability certificate in the format prescribed by the Govt. of India, if applicable

2. **Procedure for filling up online application:**

   i) The eligible and interested candidates may apply online at the Institute's website. 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 forfuture reference.
   - 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	Application fee amount
1.	Unreserved, OBC & EWS candidates	Rs. 590/-
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 **personnel@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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