



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

भर्ती नोटिस सं. : टीएचएस-सी/आरएन/14/2026

दिनांक: 10 जून 2026

RECRUITMENT NOTICE NO.: THS-C/RN/14/2026

Dated:10 June 2026

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 ट्रांसलेट 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, (ङ) 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-तः-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:

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

1.	पद का नाम/Name of the post	Project Research Scientist -I (Assistant Data Manager)/ परियोजना अनुसंधान वैज्ञानिक - I (सहायक डेटा प्रबंधक)
	पदों की संख्या/Number of the post	01
	परियोजना का नाम/ Name of the Project	Steroid therapy in patients with Acute severe pancreatitis for Resolution of organ failure: A pragmatic randomized, double blinded, placebo controlled multi-centric trial (STAR trial)
	वेतन/Emoluments	Rs. 56,000/- +HRA
	उम्र/Age	35 Years
	न्यूनतम शैक्षिक योग्यता और अनुभव/Minimum Educational Qualification and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Master's degree in any field preferably in science with experience in clinical data management/ clinical research/ MIS/ data analysis/ IT/ computer science/ healthcare field <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> BE/BTECH degree in computer science or related field preferably in science with experience in clinical data management/ clinical research/ MIS/ data analysis/ IT/ computer science/ healthcare field <p>Desirable:</p> <ul style="list-style-type: none"> Diploma in Information Technology/ Computer Applications
	कार्य प्रोफाइल/Job profile	<p>Responsibilities</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> Creation, maintenance and update of Data Management Plan and any other relevant documentations (Edit Checks Document, Annotated CRF, Data Entry Guidelines, Standard Operating Procedures etc.) for ensuring efficient database creation and maintenance Should be able to design the paper case report form Support Data science team in database development and edit checks implementation Assist in creation and enter test data for Clinical Database for screen validation. Working knowledge of Query management, data cleaning, data freezing and data archival. Interact with other project team members to support the set- up, maintenance, and closure of the Data Management aspects of the project Should be able to prepare the interim reports and data extraction reports Timely report generation, to track study progress, identify triggers of non-compliance Escalating triggers on variables that are critical to quality. Working knowledge of database standards and study development process, CDM SOPs, CDISC & SDTM standards Should be able to provide training to site data entry operators, if required Assist with Data Entry and Reconciliation as needed or assigned

		<ul style="list-style-type: none"> • Should be able to prepare the datasets for analysis including data cleaning and ensuring compliance with the data protection • Assist the Data Science team in other miscellaneous activities, as required.
	कौशल /Skills	<ul style="list-style-type: none"> • Familiarity with GCP, US-FDA21 CFR 11, regulatory requirements and data standardization guidelines. • IT literate (experience with Microsoft based applications and other CDMS applications) • Must understand clinical trials and familiarity with clinical data management functions. • Good interpersonal, verbal and written communication skills. • A flexible attitude with respect to work assignments and new learning. • Effective time management in order to timelines. • Commitment to project and team goals. • Must be able to work independently but seek guidance when necessary. • Sense of urgency in completing assigned tasks • Must have good team player • Ability to model behaviors and ethics in line with CDSA Mission and Vision.
वॉक-इन साक्षात्कार की तिथि/ Date of walk-in interview:		29th June 2026 @09:00 AM at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001
2.	पद का नाम/Name of the post	Project Manager (Regulatory Science Program)/ परियोजना प्रबंधक (नियामक विज्ञान कार्यक्रम)
	पदों की संख्या/Number of the post	01
	परियोजना का नाम/Name of the Project	Indian Regulatory Science Course Development Support
	वेतन/Emoluments	Rs. 1,25,000/-
	उम्र/Age	Not exceeding 45 years
	न्यूनतम शैक्षिक योग्यता और अनुभव/Minimum Educational Qualification and Experience	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Postgraduate degree in life sciences, pharmacy, biotechnology, clinical research, regulatory affairs or other relevant discipline from a recognized university, with at least 5 years of relevant experience in project or program management <p>Essential Experience:</p> <p>The candidate must have demonstrated experience in at least four of the following areas:</p> <ul style="list-style-type: none"> • Managing projects or programs with multiple activities, timelines, partners, deliverables and reporting requirements. • Coordinating workshops, trainings, consultations, academic programs, public health programs, clinical research activities or capacity-building initiatives.

		<ul style="list-style-type: none"> • Preparing and maintaining workplans, timelines, dashboards, trackers, risk logs, meeting minutes, action-item trackers and documentation systems. • Working with government agencies, academic institutions, hospitals, research institutions, industry partners, vendors, donors or other external stakeholders. • Supporting grant-funded or donor-funded programs, including progress reporting, financial tracking inputs, utilization documentation or coordination with finance and administration teams. • Coordinating logistics for meetings, workshops, travel, accommodation, reimbursements, participants, faculty, experts or vendors. • Supporting admissions, student/participant communication, training delivery, feedback collection, certification or learning management systems. • Identifying operational bottlenecks and coordinating timely solutions across teams
	<p>नौकरी का प्रोफाइल/ Job profile</p>	<p>CDSA-THSTI seeks an experienced Project Manager to support the implementation of a national regulatory science education and capacity-building program. The Project Manager will work closely with the Program Officer, CDSA leadership, internal teams, external collaborators, academic partners, faculty, vendors and administrative/finance teams to ensure timely and high-quality execution of program activities.</p> <p>The role requires strong project-management capability, operational discipline, documentation skills, stakeholder coordination and the ability to manage complex timelines across course development, short courses, workshops, admissions, meetings, reporting and grant deliverables.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Support the Program Officer in developing and maintaining a detailed implementation plan for the regulatory science grant. • Track all program milestones, deliverables, dependencies, timelines and risks across the postgraduate diploma, short courses, workshops and training-of-trainers activities. • Prepare and maintain project dashboards, trackers, action logs, risk registers, meeting records, correspondence files and documentation repositories. • Coordinate meetings with CDSCO, academic and industry partners, faculty, THSTI/CDSA teams, vendors and other collaborators • Support the planning and execution of workshops, short courses, expert consultations, student outreach activities, admissions-related processes and course-delivery activities • Coordinate logistics for faculty, participants, students, experts, committee members and external stakeholders, including venue, travel, accommodation, reimbursements, schedules and communication. • Work with administrative, HR, procurement, finance, IT, communications and academic teams to ensure smooth day-to-day program operations. • Assist in preparation of grant reports, internal progress reports, donor updates, presentations, financial tracking inputs, utilization documentation and other program documents.

		<ul style="list-style-type: none"> • Support student-facing processes including application tracking, communication, assessment scheduling, feedback collection, internship coordination and placement-related activities. • Maintain records related to faculty engagement, course materials, workshop participation, attendance, feedback, certificates, approvals, MoUs and partner communications. • Identify implementation bottlenecks early and escalate them with proposed solutions. • Support sustainability-related activities, including documentation for short courses, outreach, industry engagement and training-of-trainers • Ensure that all activities are documented in accordance with institutional and grant requirements.
	कौशल /Skills	<ul style="list-style-type: none"> • Strong project-management and organizational skills. • Ability to manage multiple workstreams simultaneously. • Excellent written and verbal communication skills. • Ability to prepare high-quality reports, minutes, briefs and presentations. • Strong coordination and follow-up skills. • Comfort working in a dynamic, multi-stakeholder environment. • High attention to detail. • Problem-solving orientation and ability to anticipate bottlenecks. • Ability to work respectfully and effectively with senior experts, regulators, faculty, students, vendors and administrative teams.
3.	पद का नाम/Name of the post	परियोजना सहयोगी/ Project Associate
	पदों की संख्या/Number of the post	01
	परियोजना का नाम/Name of the Project	India Regulatory Science Course Development Support
	वेतन/Emoluments	Upto Rs. 50,000
	उम्र/Age	Up to 30 years
	न्यूनतम शैक्षिक योग्यता और अनुभव/Minimum Educational Qualification and Experience	<p>Essential qualifications and work experience:</p> <ul style="list-style-type: none"> • Bachelor's degree in Life Sciences, Pharmacy, Biotechnology, Biomedical Sciences, Health Sciences, Allied Health Sciences from a recognized university, with at least 2 years of relevant experience* <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master's degree in Clinical Research, Public Health, Regulatory Affairs, Pharmacy, Life Sciences, Biotechnology, Biomedical Sciences, from a recognized university. <p>*Relevant experience may include coordination of training programs, academic programs, research projects, public health programs, clinical research activities, online courses, webinars, workshops, documentation, stakeholder coordination or administrative project support</p>
	नौकरी का प्रोफाइल/ Job profile	CDSA-THSTI seeks a motivated and detail-oriented Junior Project Associate to support the implementation of a national regulatory science education and capacity-building program:

		<p>The incumbent will provide coordination, documentation, communication, logistics and digital-learning support to the project team. The role is suited for an early-career professional who is organized, comfortable with technology, willing to learn, and interested in regulatory science, clinical research systems, training programs and academic program delivery.</p> <p>The Project Associate will work closely with members of the project team to support planning, coordination, documentation and implementation of training and capacity-building activities under the regulatory science program.</p> <ul style="list-style-type: none"> • Support coordination with faculty, resource persons, external experts, academic partners, CDSCO-linked stakeholders and internal teams for courses, webinars, workshops and training programs. • Assist in scheduling sessions, meetings, expert consultations, lectures, webinars, workshops and other program activities. • Support logistics for training activities, including coordination of venues, online meeting links, participant communication, attendance, certificates, travel-related documentation and reimbursements, where applicable. • Support the conduct of webinars, virtual sessions and online training activities, including coordination with IT teams, faculty and participants. • Coordinate lecture recordings, upload readiness, file organization and handover of learning materials for online or blended delivery. • Help develop, update and maintain course-related documents such as templates, checklists, agendas, participant lists, attendance sheets, certificates, feedback forms, communication drafts and standard trackers. • Maintain accurate records and documentation for courses, webinars, workshops, meetings, faculty engagement, participant communication, feedback and certification requirements • Coordinate with participants and students to track registration, attendance, course progress, completion of certification requirements and follow-up communication. • Assist with feedback collection, data entry, basic analysis and preparation of summary reports for courses, webinars, workshops and other training activities. • Support outreach activities for courses, webinars and workshops in coordination with the project team, website teams, LMS teams, communications teams and social media or email outreach channels. • Provide support for admissions-related or student-facing processes, as required, including application tracking, document compilation, scheduling and communication. • Assist the Project Manager in maintaining trackers, action-item logs, meeting minutes, documentation repositories and routine progress updates. • Provide general project, administrative and operational support to the project team, as required.
	कौशल /Skills	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office (Word, Excel, PowerPoint). • Comfort with digital platforms for webinars, online courses, and virtual meetings.

		<ul style="list-style-type: none"> • Ability and willingness to learn and work with Learning Management Systems (LMS), online certification tools, feedback mechanisms and basic digital course-delivery processes • Basic familiarity with lecture recording, online delivery platforms, and IT coordination (hands-on experience not mandatory; willingness to learn is key). • Good written and verbal communication skills. • Strong organisational skills and attention to detail. • Ability to coordinate with multiple stakeholders and work in a team-based environment. • A smart, motivated individual who is willing to learn. • Comfortable with technology and coordination roles. • Interest in regulatory science, training programmes, and clinical research system.
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क्रमांक 2 & 3 में उल्लिखित पद के लिए/For post mentioned in Sr. No. 2 & 3:

- पदों के लिए ऑनलाइन आवेदन प्राप्त करने की अंतिम तिथि: 30th जून 2026/
Last date for receipt of online application for posts: 30th June 2026.
- 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) क्रम संख्या 1 पद के लिए आवेदन करने वाले उम्मीदवारों को अपना नवीनतम रिज्यूमे, शैक्षिक योग्यता और अनुभव के समर्थन में दस्तावेजों की एक प्रति, मूल दस्तावेज 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 post mentioned on S. No. 1 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 2 & 3 में उल्लिखित पदों के लिए आवेदन कैसे करें:/ HOW TO APPLY FOR POSTS MENTIONED IN ABOVE TABLE 2 & 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 for future 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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