(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/RN/48/2021   **Dated: 10th December 2021**

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 broadly categorized as, (a) Infectious diseases and Immunology (b) Maternal and child health, (c) Non communicable disease d) Multidisciplinary clinical and translational research. These are strengthened by the four core facilities viz. Small Animal Facility, Data Management Centre, Biorepository and Bioassay Laboratory 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 of THSTI under the following projects:

Project Code	Project Name
01	Inter-Institutional program for Maternal, Neonatal and Infant Sciences A Translational approach-interdisciplinary Group for Advanced Research on BirtH outcomes –DBT India Initiative (GARBH-INI Phase II)
02	MOMI Biorepository local analysis – INDIA

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of Post / Max Monthly consolidated emoluments/ Age Limit/Project Code	Minimum Qualifications & Experience	Job Responsibilities

| 1. | **Project Manager**

One post

Rs. 1,25,000/-

45 years

Project Code 01 | Doctoral Degree in Science or MD or equivalent degree in health sciences with at least three years of post-qualification relevant clinical research experience
OR
Masters in hospital administration with at least four years of post-qualification relevant research experience
OR
Master's Degree in Engineering or Technology or Life sciences from a recognized University with atleast seven years of post-qualification relevant clinical research experience
OR
MBBS or BDS or equivalent degree in health sciences with atleast seven years of post-qualification relevant clinical research experience.

Prior experience in working within a renowned research/academic setting, scientific writing, proficiency in basic computer- and social communication-skills (Spreadsheets, Word documents, Power point, Facebook, Twitter), the ability to develop and implement clinical and laboratory monitoring plans, experience in working with the GoI and/or industry and familiarity with the regulatory frameworks of biomedical research.

Desirable – Prior experience in the field of Clinical research and managing projects at Clinical Research Organization or Government Institutes.

Note: additional qualification in relevant field will be considered as equivalent years of experience | **Project Management:**
• The selected candidate will be responsible for managing a multi-project clinical research program.
• It will involve co-ordination between the multidisciplinary partners: clinical, biology data science, etc., drafting, collating and submitting progress/financial reports in a timely manner, organizing meetings/workshops, monitoring deliverables as listed in the project, and ensuring adherence to regulatory and funding agency requirements
• Establishment of procedures to ensure adherence to research protocols and administrative requirements
• Act as a point of contact for all external and internal agencies. Coordinate the preparation and publication of research data, reports and information, ensuring that these meet legislative, contractual and ethical requirements
• Work with the Investigators to ensure that the research program is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding, or timelines.

Administrative
• Coordination & supervision of project related activities with all stake holders of project. |

			• Oversight for planning, preparing, and distributing materials for investigator and coordinator meetings, and for research related training. • Negotiation of vendor contracts and assessment of vendor services including outsourcing of lab services & imaging services
2.	**Statistical Programmer** One post Rs. 43,200/- 35 years Project Code 02	M.Sc. in Statistics/Biostatistics **OR** Bachelor's Degree in Computer Science/Statistics /BCA with one year of post qualification experience in biostatistics **OR** B.Sc. in Physics/Maths or in any quantitative field with three years' experience in biostatistics. Experience should be in Computer Programming for data analysis Previous use and familiarity of the R statistical programming software **Desirable:** Previous experience in coordinating data analysis of clinical studies.	➢ Creating and maintaining the database for the study. ➢ Program data validation checks and listings to identify data discrepancies. ➢ Program checks to integrate and reconcile data from external sources [including serious adverse events (SAE), lab results, ECGs, electronic patient records, medical devices and interactive voice response (IVR)] into the primary clinical database. ➢ Review Case Report Forms and formatting of datasets extracts for accuracy and consistency. ➢ Provide programming support for annual reports and publications and final analysis.
	➢ **Last date for receipt of online application is 27th December 2021** ➢ **The applications will be scrutinised/shortlisted and processed for further selection.**		

> **"Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply"**

GENERAL TERMS & CONDITIONS:

a) These are 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) 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.

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 in any form will be a disqualification

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 degree certificate / Mark sheet
   vi) Post-Graduation degree certificate & Mark sheet (if applicable)
   vii) Ph.D or equivalent 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 www.thsti.res.in/career. 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
==================================End of the document=============================