

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurugram Expressway, P.O. Box No. 04, Faridabad - 121001

**Recruitment notice no.: THS-C/RN/08/2022**

**Dated: 11<sup>th</sup> August 2022**

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 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 under Clinical Development Services Agency (CDSA) of THSTI. CDSA is a niche centre 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

4. Applications are invited from eligible candidates to fill up the following positions :

1.	<b>Name of the post&amp; No.</b>	Program Assistant (01 Positions)
	<b>Name of the Study</b>	<b>Master of Science in Clinical Research (with specialisation in Clinical Trials)</b>
	<b>Age Limit</b>	35 years
	<b>Emoluments</b>	Up to Rs. 35,000/-
	<b>Duration</b>	10 Months
	<b>Location</b>	CDSA, THSTI, NCR, Biotech Science Cluster, Faridabad
	<b>Minimum Educational Qualification and Experience</b>	<p>Master's degree in health-related field from a recognized institute</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in science or technology or health care related field from a recognized institute</p> <p>A minimum of 2 years' work experience after graduation OR at least one year of work experience after the post-graduate degree. Relevant experience in any academic institute (University/College) will be preferred.</p>
	<b>Job profile</b>	<ul style="list-style-type: none"> <li>• Provide administrative support and assist in all program-related activities for efficient management of the MSc course.</li> <li>• Maintain and distribute a detailed calendar and assist with the scheduling and other administrative tasks.</li> <li>• Assist in the development, updating, and dissemination of minutes, reports, administrative noting and other programme related documents for the core group.</li> <li>• Respond to day-to-day communications in a timely manner, ensuring that relevant team members are informed.</li> <li>• Facilitate planning and scheduling of meetings including agenda, logistics, taking and sharing minutes.</li> </ul> <p style="text-align: center;">Other duties as assigned by the reporting officer from time to time</p>
	<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong communication skills both verbal and written in English.</li> <li>• Proficient in Microsoft Office, including Word, Excel, PowerPoint, Outlook, etc., and working experience with project management software.</li> <li>• Ability to work under pressure, and exhibit integrity in behaviour and action.</li> <li>• Ability to remain flexible and work independently with minimal guidance as well as collaboratively within a team setting</li> </ul>
<p><b>Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview on 26<sup>th</sup> August 2022 at 10:00 am at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001</b></p>		

**GENERAL TERMS & CONDITIONS:**

- a) The positions is short-term basis with a probation period of three months. The 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 01 position to be hired, 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.
- 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 wrong in any form will be a disqualification.

**“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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