

Recruitment Notice No: THS / RN /17/2018

Recruitment for Administrative Position

- a) 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 tangible products to improve human health.
- b) THSTI has set up niche centres for research in areas relevant to planned translational work. They are: Vaccine and Infectious Disease Research Centre (VIDRC), Paediatric Biology Centre (PBC), Centre for Bio-design & Diagnostics (CBD), Drug Discovery Research Centre (DDRC), Centre for Human Microbial Ecology (CHME) and Policy Centre for Biomedical Research (PCBR). Clinical Development Service Agency (CDSA) and the National Bio-design Alliance (NBA) are THSTI's extramural centres.
- c) Applications are invited from suitable candidates for the following position to be filled by direct recruitment:

S. No.	Name of the Post	Consolidated Monthly Emoluments	Number of post(s) and Age limit	Qualification and Experience
01	Clerical Assistant	Upto Rs. 21,000/-	01 30 years	Graduate degree in any discipline from a recognized university with knowledge of basic computer operations (MS-Office)

- d) Interested candidates fulfilling the eligibility criteria as mentioned above may walk-in for Written Test/ Skill Test as per the schedule mentioned below:

S. No.	Name of Post	Date and Registration time for walk-in Written Test/ Skill Test	Venue
01	Clerical Assistant	18 th August 2018 (Saturday) (09.30 am - 10.30 am)	THSTI, NCR Biotech Science Cluster, 3 rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001

NOTE: The candidates 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 card for verification. Candidates coming after the time slot mentioned will not be entertained.

GENERAL TERMS & CONDITIONS:

1. Appointment will be made on contract for a period of one year with initial probation period of six months that may be extended at the discretion of the competent authority.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of written exam/skill test.
4. 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.
5. Age and other relaxations for direct recruits and departmental candidates: 1. By 5 years for candidates belonging to SC/ST communities. 2. By 3 years for candidates belonging to OBC communities. 3. For Persons with Disabilities (PwD) falling under the following categories: (i) UR - 10 years , ii) OBC - 13 years (iii) SC/ST - 15 years 4. 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. 5. Relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 01/01/1980 to 31 /12/1989 subject to production of relevant certificate from concerned authority. 6. Age is relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government, from time to time. There is no upper age limit for the Institute employees who are treated as departmental candidates.
6. Number of positions may vary depending upon the requirement at the time of written exam/skill test.
7. Outstation SC/ST/ PwD candidates called for the written exam/skill test will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of the same.
8. All results will be published on our website and all communications will be only through email.
9. Canvassing in any form will be a disqualification.