

(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/05/2019

- 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) This recruitment is to fill up the vacancies of THSTI under a project of PBC. PBC conducts hypothesis driven research on the biological basis of childhood health and diseases. The knowledge generated will be incorporated in THSTI institutional networks in developing diagnostic and therapeutic modalities. The interdisciplinary effort will need to knit together expertise from the fields of pediatrics, infectious disease, microbiology, immunology, cell and molecular biology, systems biology, imaging studies, clinical trials, biostatistics and epidemiology, among others.
- c) This recruitment is to fill up the vacancy of THSTI under the following project of PBC: **Zinc as an adjunct for the treatment of very severe disease in infants younger than 2 months**
- d) The eligibility criteria for the post is as under:

S. No.	Name of the Post/ No. of Post / Maximum monthly consolidated emoluments/ Age Limit (Type of position)	Minimum Qualification and experience	Job Description
01.	Project Assistant One post Upto 35,000/- 30 years	Graduate with minimum three years relevant administrative experience in government organization/ organization of repute Desirable <ul style="list-style-type: none"> Proficiency in typing. Should be able to handle word processor and conversant with secretarial practice. Must have good English 	<ul style="list-style-type: none"> Stenographic/secretarial work of senior officers. Should have management skills; proficient in coordination or liaising and organizing meetings Should be able to handle office correspondence in an efficient manner Maintenance of records, files, appointments, liaison work, liaison with administration

		communication skills and proficient in basic computer operations (Ms-Office, Internet)	section. <ul style="list-style-type: none"> • Maintenance of performance records of staff and handling confidential documents • Preparation of brief of cases put to senior officers
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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. These are short term positions and extension will be granted subject to satisfactory performance of the incumbents. Those appointed to these positions will not have any claim for regularization of their employment.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
4. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview/ skill test.
5. 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.
6. 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 7. There is no upper age limit for the Institute employees who are treated as departmental candidates.
7. Number of positions may vary depending upon the requirement at the time of interview/skill test
8. Outstation SC/ST/ PwD candidates called for the interview/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.
9. All results will be published on our website and all communications will be only through email.

10. Canvassing in any form will be a disqualification.
11. Interested candidates are requested to submit the online application on or before the last date.

The procedure for online application:

- a. Before filling online application, do keep the following documents handy:
 - i. A soft copy of your passport size photo.
 - ii. A comprehensive CV (PDF format only) containing details of qualification, positions held, professional experience/distinctions etc.
- b. Candidates are requested to use Google Chrome internet browser for best results in submission of online application.
- c. Once online application is submitted, no correction/modification is possible.
- d. In case of difficulty in filling up the online form, please contact personnel@thsti.res.in
- e. On successful submission of your application, an auto-generated email containing a reference number will be sent to the email address provided. Please keep a note of the reference number for future correspondence.
- f. **Last date for submission of online application : 31.01.2019**