ट्रांसलेशनल स्वास्थ्य विज्ञान
एवं प्रौद्योगिकी संस्थान

**thsti**

TRANSLATIONAL HEALTH SCIENCE
AND TECHNOLOGY INSTITUTE

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
496, Udyog Vihar Phase III, Gurgaon – 122 016

**Recruitment Notice No: THS / RN / 17 / 2013**

# Recruitment for Scientific, Technical and Administrative Positions

a) Translational Health Science and Technology Institute (THSTI) is an autonomous Institute of the Department of Biotechnology under the Ministry of Science and Technology, Govt. of India. THSTI is developed as a part of the interdisciplinary NCR Biotech Science Cluster to be located at Faridabad, in the National Capital Region. THSTI is designed to be a dynamic, interactive organization with a 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. Permanent laboratories of the centre will come up in Faridabad within one year. The interim laboratories of the centre are functioning from Gurgaon in Haryana.

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), Pediatric Biology Center (PBC), Centre for Biodesign (CBD), Drug Discovery Research Centre (DDRC), Centre of Human Microbial Ecology (CHME) and Policy Centre for Biomedical Research (PCBR). Clinical Development Service Agency (CDSA) and the National Biodesign Alliance (NBA) are THSTI's extramural centres.

c) Applications are invited from suitable candidates for the following positions to be filled by direct recruitment under DDRC.

| S. No. | Position | Qualification and experience |
|---|---|---|
| 01. | **Scientist-C** **(One post)** PB-3, (Rs. 15600-39100 )+ GP Rs. 6600/- | PhD in computational science/ Bioinformatics or related field with at least two years of postdoctoral research experience. Candidate must have expertise in computational structural biology/ biophysics with an understanding of high-throughput technologies related to drug-discovery research. Demonstrated experience in molecular modeling, molecular docking and molecular dynamics methods is an essential requirement. Proficiency in Linux with experience in high performance computing and programming is a must. Selected Candidate would work in close collaboration with experimental biologist having diverse background. Candidate must have the ability to work in a team and yet think independently. Excellent communication skills both oral and written are desirable. |

| S. No. | Position | Qualification and experience |
|---|---|---|
| 02. | **Senior Technical Officer (Information Technology)- (One post)** PB-3, (Rs. 15600-39100 )+ GP Rs. 5400/- | M.Tech. / B.Tech. with 2 years experience. Should have knowledge of Data Management and Document Management Systems (Redmine or any other) and Wikis (eg. MediaWiki). Experience of working in a research or drug discovery setting would be given a preference. General System administration, setting up and managing storage, hardware and networks would be an added plus. |

*Age limit: 40 years.*

d) Applications are invited from suitable candidates for the following positions to be filled on deputation basis, failing which by direct recruitment under DDRC.

| S. No. | Position | Qualification and experience for Deputation and Direct Recruitment |
|---|---|---|
| 03. | **Section Officer (Stores & Purchase) – (One post)** PB-2, (Rs. 9300-34800 )+ GP Rs. 4600/- | (i) Graduate and<br>(ii) Holding analogous post with relevant work experience **or**<br>Three years' experience in PB-2 with GP of Rs. 4200/- in store & purchase in an autonomous body/ PSU / University. |
| 04. | **Management Assistant (Personnel) - (One post)** PB-2, (Rs. 9300-34800 )+ GP Rs. 4200/- | (i) Graduate and<br>(ii) Holding analogous post with relevant work experience **or**<br>Three years' experience in PB-1 with GP of Rs. 2,800/- or Rs. 2400/- in Establishment / Administration in an autonomous body/ PSU / University. |

*Age limit: 56 years for deputation and 30 years for Direct Recruitment.*

***Note: Candidates who had applied in response to our Recruitment Notice No. THS/RN/11/2013 need not apply.***

e) Applications are invited from suitable candidates for the following contractual positions to be filled by direct recruitment:

| S. No. | Position | Qualification and experience |
|---|---|---|
| 05. | **Clerical Assistant (One post)** Upto Rs. 21,989/- | Graduate with one year experience in HR / Purchase and proficient in basic computer operations (MS-Office). |
| 06. | **Executive Secretary (One post)** Upto Rs. 21,989/- | Graduate with one year experience as secretary / stenographer and proficiency in basic computer operations (MS-Office). |
| 07. | **Front Office Executive (One post)** Upto Rs. 21,989/- | Graduate with one year experience as Front Office Executive and proficiency in basic computer operations (MS-Office). |

*Age limit: 30 years.*

f) **GENERAL TERMS & CONDITIONS:**

1. In case appointment by deputation, the application of the candidate must be routed through his/her employer clearly stating that the candidate will be relieved upon his/her selection. *The terms and conditions of deputation shall be governed by DoPT OM No. 2/29/91-Estt. (Pay II) dated 5$^{th}$ Jan 1994 as amended / revised from time to time.*

2. In case of direct recruitment persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of Interview.

3. In case of direct recruitment for positions under serial no. 1 to 4, the appointment will be made on contract for a period of five years with a probation period of one year and for positions under serial no. 5 to 7 the appointment will be made on contract for a period of one year with a probation period of six months.

4. For positions under serial no. 1 to 4, the pay & allowances are admissible as per the recommendation of the 6th Pay Commission of the Govt. of India. Other benefits include new pension scheme, medical reimbursement, LTC, bonus etc. as per the rules of the Institute.

5. All the positions will be initially based in the THSTI's interim laboratories at Gurgaon and will be shifted to its permanent campus in Faridabad in due course.

6. All educational, professional and technical qualification should be from a recognized Board/University.

7. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.

8. The age limit, qualification, experience and other requirements for the posts is relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.

9. Incomplete applications will stand summarily rejected.

10. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.

11. Only shortlisted candidates will be called for interview.

12. Reservation rules shall apply wherever applicable. Outstation SC/ST candidates called for the interview will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of travel.

13. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.

14. Canvassing in any form will be a disqualification.

15. All results will be published on our website and all future communications will be only through email.

16. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy on or before the specified date.

**The procedure for online application:**

a. Before filing online applications, 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.

   iii. Application fee in the form of demand draft for an amount of Rs. 100/- in the favour of "Translational Health Science and Technology Institute" payable at Gurgaon **(SC/ST/Women/PH candidates are exempted from payment of application fees).**

b. Candidates are requested to use Mozilla Firefox nternet 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 admin@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. Please do the following after submission of online application:

   i. Take a print out of the application.

   ii. Please sign the application at the appropriate place and send the signed application with demand draft, CV, self-attested copies of certificates / documents pertaining to educational qualification and experience to reach us on or before the last date at the address given below.

   **Head - Administration**
   **Translational Health Science and Technology Institute**
   **Plot No. 496, Udyog Vihar, Phase-3, Gurgaon,**
   **Haryana, PIN-122016, INDIA**

   *Please superscribe the post applied for on the envelope.*

g. Please note that application without signature, or those received after due date or incomplete in any other respect will be summarily rejected.

h. **Important dates:**

   Last date for submission of online application : **4th November 2013**
   Last date for receiving the signed hard copy of application at THSTI : **11th November. 2013**