

(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/RN/16/2020**

**Dated : 13<sup>th</sup> March 2020**

**RECRUITMENT FOR ADMINISTRATIVE AND TECHNICAL POSITIONS**

- a) Translational Health Science and Technology Institute (THSTI) is an autonomous institute of the Department of Biotechnology (DBT), Ministry of Science & Technology, Government of India. THSTI is a part of the interdisciplinary Biotechnology Science Cluster at Faridabad, Haryana in the National Capital Region (NCR). The institution is designed to be a dynamic enterprise with a mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into products to improve human health.
- b) 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 Center, 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. Additionally THSTI conducts training in multiple areas relevant to clinical and translational research.
- c) The Institute is looking for competent and efficient manpower for its Technical and Administrative roles for providing effective supportive services to its research and academic activities.
- d) Applications are invited from eligible candidates to fill up the following core positions in THSTI by direct recruitment:

**(i) Vertical Reservation**

S No.	Name of the posts	SC	ST	OBC NCL	EWS	UR	Total no. of posts
<b>Group 'A'</b>							
1	Senior Manager	-	-	-	-	1	<b>1</b>
2	Administrative Officer	-	-	-	-	2	<b>2</b>
<b>Group 'B'</b>							
3	Section Officer	-	-	-	-	1	<b>1</b>
4	Technical Officer - I	1	-	2	1	3	<b>7</b>

5	Technical Officer - II	-	-	-	-	1	<b>1</b>
<b>Group 'C'</b>							
6	Computer Programmer /Computer Operator	-	-	1	-	3	<b>4</b>
7	Data Entry Operator	-	-	1	-	5	<b>6</b>
8	Lab Technician	1	-	2	1	3	<b>7</b>

## ii) Horizontal Reservation

- Persons with Benchmark Disabilities (PwBD)

<b>S No.</b>	<b>Name of the posts</b>	<b>Categories of PwBD identified suitable for the post</b>
<b>Group 'A'</b>		
1	Senior Manager	No posts are reserved. However, these positions are suitable for Persons with benchmark disabilities (PwBD) categories: Locomotor Disability : OL, OA, BL, OAL
2	Administrative Officer	
<b>Group 'C'</b>		
3	Computer Programmer /Computer Operator	One (01) post is reserved and identified suitable for PwBD categories – Locomotor disability- (OL, BL), Blind and Low vision- (B, LV)

Only such persons would be eligible for reservation/relaxation in conditions/posts who suffer from not less than 40% of relevant benchmark disability

- Ex- Servicemen (ESM)

<b>S No.</b>	<b>Name of the posts</b>	<b>No. of vacancies reserved for ESM</b>
<b>Group 'C'</b>		
1	Computer Programmer /Computer Operator	2
2	Data Entry Operator	
3	Lab Technician	

Abbreviations used : SC : Scheduled Caste ; ST : Scheduled Tribes ; OBC : Other Backward Classes ; NCL : Non Creamy Layer; EWS : Economically Weaker Section; UR : Unreserved; PwBD : Persons with Benchmark Disabilities; ESM : Ex- Servicemen, OA- One Arm, OL- One Leg, , BL- Both Leg, OAL- One Arm One Leg, B- Blind, LV- Low Vision

e) **Educational Qualification and Experience required for the posts :**

S. No.	Name of the Post/ Pay Level/ / Age Limit	Qualifications & Experience	Domain
1	<p><b>Senior Manager</b></p> <p>Level 13 of the pay matrix (Rs 1,23,100 – 2,15,900/-)</p> <p><b>i. Age limit for direct recruitment:</b> 50 years</p> <p><b>ii Age limit for deputation</b> 56 years</p>	<p><b><u>For Direct Recruitment:</u></b></p> <p><b>Essential :</b></p> <p>(i) Graduate with PG Degree/Diploma in HR / Finance or equivalent or CA/ICWA</p> <p>(ii) Fifteen years supervisory experience in Central Govt. / autonomous body/ university.</p> <p><b>Desirable:-</b></p> <p>Knowledge of Government Rules and Regulations and working in computerized environment.</p> <p><b><u>For Deputation :</u></b></p> <p>Officials from the Central Govt./State Govt./ Universities/ Public Sector Undertakings or Govt. funded research organizations/ institutions, subject to fulfilment of the following conditions:-</p> <p>Matrix.</p> <p>(a) Possessing the qualification prescribed for direct recruits.</p> <p>(b) (i) Holding analogous post on regular basis in the parent cadre ,or</p> <p>(ii) With 10/5 years regular services in the Level-11 / 12 respectively of Pay</p>	<ul style="list-style-type: none"> <li>Administration &amp; Finance</li> </ul>
2	<p><b>Administrative Officer</b></p> <p>Level 11 of the pay matrix (Rs 67,700 – 2,08,700/-)</p> <p><b>i. Age limit for direct recruitment:</b> 40 years</p> <p><b>ii Age limit for deputation</b> : 56years</p>	<p><b><u>For Direct Recruitment:</u></b></p> <p><b>Essential:</b></p> <p>(i) Graduate with PG Degree/Diploma in the relevant functional area or CA/ICWA and</p> <p>(ii) Nine years' supervisory experience in a Govt. / PSU / Central Autonomous body/Corporate office of large Public Limited Company.</p> <p><b>Desirable:-</b> Knowledge of Government Rules and Regulations and working in</p>	<p>Finance &amp; Accounts / Facility Management/HR &amp; Administration/Stores &amp; Purchase</p>

		<p>computerized environment.</p> <p><b>For Deputation :</b>          Officials from the Central Govt/ State Govt/ Universities/ PSUs/ or Govt. funded research organizations/ institute, subject to fulfilment of the following conditions:          (a) Possessing the qualifications prescribed for direct recruits          (b) (i) Holding analogous post on regular basis or          (ii) With 5/6/7 years' regular service in Level-10/8/7 of Pay Matrix..</p>	
<b>3</b>	<p><b>Section Officer</b></p> <p>Level 7 of the pay matrix          (Rs 44,900 – 1,42,400/-)</p> <p><b>i. Age limit for direct recruitment:</b> 35 years  <b>ii Age limit for deputation</b>          : 50 years</p>	<p><b>For Direct Recruitment:</b></p> <p><b>Essential :</b>          i) Graduate degree or CA/ICWA and          ii) Five years' of experience in a Govt. / PSU / Central Autonomous body / Corporate office of large Public Limited Company.</p> <p><b>Desirable:</b>          Knowledge of Govt. rules and regulations and working in computerized environment.</p> <p><b>For Deputation :</b>          Officials from the Central Govt/ State Govt/ Universities/ PSUs/ or Govt. funded research organizations/ institute, subject to fulfilment of the following conditions:          (a) Possessing the qualifications prescribed for direct recruits.          (b) (i) Holding analogous post on regular basis or          (ii) With 5 years' regular service in Level-6 of Pay Matrix.</p>	<ul style="list-style-type: none"> <li>• HR and Administration / Finance &amp; Accounts/ Stores &amp; Purchase</li> </ul>
<b>4</b>	<p><b>Technical Officer - II</b></p> <p>Level 7 of the pay matrix          (Rs 44,900 - 1,42,400/-)</p> <p>35 years</p>	<p><b>Essential:</b>          Graduate degree in Life Sciences/ Engineering with seven years experience.</p> <p><b>Desirable:</b>          Post Graduate degree in Life Sciences/ Engineering with five years</p>	<p>Information Technology (IT)/Animal house/ Infectious Disease Research/ Clinical Research/Bioassay/ FACS &amp; confocal microscope/ Biorepository / Non Communicable Diseases</p>

		experience.	
<b>5</b>	<b>Technical Officer - I</b>  Level 6 of the pay matrix (Rs 35,400 - 1,12,400/-)  35 years	<b>Essential:</b> Graduate degree in Life Sciences/Engineering with five years experience.  <b>Desirable:</b> Post Graduate degree in Life Sciences/Engineering with three years experience.	Information Technology /Animal house /Infectious Disease Research /Clinical Research /Bioassay/ FACS & confocal microscope / /Biorepository/ Non Communicable Diseases
<b>6</b>	<b>i) Computer Programmer</b>  Level 5 of the pay matrix (Rs 29,200 - 92,300/-)  30 years  <b>ii) Computer Operator</b>  Level 5 of the pay matrix (Rs 29,200 - 92,300/-)  30 years	<b>Essential :</b> Graduation in Computer Science /Computer Application/ Information Technology or equivalent <b>OR</b> Graduation with one year Diploma in Computer Applications  <b>Desirable :</b> One year experience	<ul style="list-style-type: none"> <li>• ERP</li> <li>• Data Management</li> </ul> <ul style="list-style-type: none"> <li>• Hardware Maintenance &amp; Networking</li> <li>• Data Management</li> </ul>
<b>7</b>	<b>Data Entry Operator</b>  Level 5 of the pay matrix (Rs 29,200 - 92,300/-)  30 years	<b>Essential :</b> Graduation  <b>Desirable :</b> One year experience	Clinical Data Management /Animal House/ HR & Administration/ Finance & Accounts/Stores & Purchase
<b>8</b>	<b>Lab Technician</b>  Level 4 of the pay matrix (Rs 25,500 – 81,100/-)  30 years	<b>Essential:</b> Senior Secondary with Science and 5 years relevant experience <b>OR</b> Senior Secondary with DMLT and 3 years relevant experience.  <b>Desirable :</b> Preferably Graduate degree in Science with 2 years relevant experience <b>OR</b> Graduate in any discipline with 5 years relevant experience	Tuberculosis / Virology /Immunology/ Microbiology/ Diagnostics

**Note: The experience should be in the domain area as mentioned against each post.**

**f) GENERAL TERMS & CONDITIONS:**

1. All educational, professional and technical qualification should be from a recognized Board/University.
2. Persons working in Govt. / PSUs / autonomous bodies should apply through proper channel or produce a relevant 'No Objection Certificate' at the time of written test/skill test/interview.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.
4. Age and other relaxations for direct recruits and departmental candidates:

<b>S.No.</b>	<b>Category</b>	<b>Age - relaxation permissible beyond the upper age limit</b>
1	SC/ST	5 years
2	OBC (NCL)	3 years
3	PwBD (UR)	10 years
3	PwBD (OBC)	13 years
4	PwBD (SC/ST)	15 years
5	Ex-servicemen (ESM)	Period of military service plus 3 years for Group C posts, provided they have put in a minimum of 6 months attested service 5 years for Group A and B posts, provided they have rendered at least five years military services)
6	Government servants	5 years for Group A and Group B posts Upto 40 years for Group C posts (posts which are in the same line or allied cadre)
7	Institute and Departmental candidates	Upper age limit shall be relaxed up to 5 years for the existing employee of the Institute and employee of the Department of Biotechnology
8	Institute and Departmental candidates working for 5 years or more	Upper age limit shall not be applicable for all persons already working with the institute or Department for the last five years or more as on 20 <sup>th</sup> February 2020

5. Upper age limit may be relaxed by 1 year in case of exceptional and meritorious candidates by the approving authority.
6. Ex-servicemen who have already secured employment in civil side under Central Government in Group C & D posts on regular basis after availing of the benefits of

reservation given to Ex-Servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under ex-servicemen category.

7. Application of EWS candidates will be considered only on production of income and asset certificate issued by competent authority as per prescribed format.
8. Closing date of Online Application will be the CRUCIAL DATE for determining eligibility with regard to age, essential qualification etc.
9. Number of positions to be filled will be as per the Institute's need and availability of the suitable candidates.
10. Those intending to apply for more than one post should apply separately for each post.
11. Outstation SC/ST/PwBD candidates called for the written test/skill test/interview will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of travel.
12. SC/ST/OBC/EWS need not apply once again for general (UR) posts. Their candidature will be considered for general (UR) post also along with others, if they meet the requirement for general posts and need not apply in duplicate.
13. 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.
14. Only shortlisted candidates will be called for written test/skill test/interview/presentation.
15. All results will be published on our website and all future communications will be only through email.
16. Canvassing in any form will be a disqualification
17. With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall prevail.

**g) Procedure for filling online application:**

- I. Before filling up the online application, keep the following documents handy:
  - i) A soft copy of your passport size photo and signature. (only jpeg/jpg/png format)
  - ii) A comprehensive CV (PDF format only) containing details of qualification, positions held, professional experience/distinctions etc.
  - iii) The documents in support of educational qualification and experience (PDF format only) as mentioned below:
    - Matriculation Certificate/ Mark sheet
    - Intermediate Certificate/ Mark sheet

- Graduation Degree/Mark Sheet
  - Post-Graduation Degree/Mark Sheet (if applicable)
  - Relevant experience certificates (if applicable)
  - Caste/Disability certificate in the format prescribed by the Govt. of India, if applicable
- Application fee is to be deposited online as per details given below:

<b>Applying for</b> →	<b>Level 4 to Level 7</b>	<b>Level 11 and Level 13</b>
Unreserved, OBC & EWS candidates	Rs 200/-	Rs 500/-
Unreserved OBC & EWS candidates from abroad with OCI Status	USD \$ 15	USD \$ 30

**Note : SC/ST/Women/PwBD candidates are exempted from payment of application fees)**

After submitting the application, the applicant will be automatically redirected to the dashboard wherein he/she will be required to click on “**Pay Online**” button in order to proceed for payment.

- **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 provisional receipt for future reference.**
  - **Fee once paid shall not be refunded under any circumstances.**
- iv) Those intending to apply for more than one post should pay separately for each post.
- v) The eligible and interested candidates may apply online at the Institute’s website [www.thsti.res.in/career](http://www.thsti.res.in/career). Applications through any other mode will not be accepted.
- vi) 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.
- vii) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.
- viii) Candidates must ensure that he/she fulfils all eligibility criteria as stipulated in the advertisement. If it is found that he/she does not fulfil the stipulated criteria, the candidature will be cancelled.
- ix) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained) Candidates are requested to use Google Chrome internet browser for best results in submission of online application.



- x) In case of difficulty in filling up the online form, please send e-mail to [recruitment@thsti.res.in](mailto:recruitment@thsti.res.in) along with the screenshot of the error displayed (if any).

**h) Important Dates:**

Publication of advertisement in Employment News and other national dailies	14 <sup>th</sup> March 2020
Publication of advertisement on website	13 <sup>th</sup> March 2020
Last date for receipt of online application	8 <sup>th</sup> April 2020

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