(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/04/2023   **Dated 17th January 2023**

RECRUITMENT FOR VARIOUS POSITIONS

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 are strengthened by the many core facilities viz. Small Animal Facility (which includes a Ferret facility), Data Management Center, Biorepository, Bioassay Laboratory, BSL-3 facility, Omics facility, Genome Sequencing facility, Computational and Mathematical Biology Center, etc that serve as huge resources for the research programmes of THSTI, and also the National Capital Region Biotech Science Cluster and other academic and industrial partners.

3. This recruitment is to fill up the vacancies of THSTI under the following projects:

Educational Qualification and Experience required for the post:

S. No.	Name of the Post/ No. of Post / Max Monthly emoluments/ Age Limit/ Project Code	Minimum Qualifications & Experience	Desirable Qualification & Experience/Job Responsibilities
Project: Translational Research Program			
1.	**Principal Scientist-II** One post Rs. 1,92,000/- 55 years	MD or M.Tech or equivalent or PhD in Life Sciences/Pharmacy/Healthcare or other related disciplines from a recognized university with at least seven years of post-qualification work experience in developing and conducting training programs in health-related topics	**A. Leadership and strategy** • Develop programs for capacity and capability building in area of clinical development and translational research as per the national mandate and as guided by the Governing Body and Advisory Board • Develop strategies for the design, development, and conduct of high-

		• Proven competency in developing and coordinating offline as well as online programs with experience in using any eLearning platform. • Professional knowledge of disbursement of training programs, and feedback analysis. **Desirable experience:** • Demonstrated working experience with LMS, remote proctored examination system, and all automation in the training arena. • Minimum 8 years of working knowledge in the area of drug development, pre-clinical research, clinical research or clinical development. • Experience in the design, implementation, monitoring, auditing or management of clinical research/trials.	quality online training programs on a self-sustainable model using platforms like the Learning Management System (LMS). **B. Technical/ Training** • Oversee the development and conduct of training programs that include but are not limited to eLearning programs, Certificate/Diploma courses, webinars, training videos, etc. • Oversee the development of handbook, manual, training resource material, exercises for existing and new courses by liasioning with technical & domain experts and peer reviewers. • Work with national agencies (regulatory, quality), and health/research organizations in co-developing training programs and enhancing the quality outcome **C. Academics** • Contribute as a resource person and steer the Master of Science (MSc) in Clinical Research (with a specialization in clinical trials) program at CDSA-THSTI. **D. GCPPCS scheme management** • Oversee the Good Clinical Practice Professional Certification Scheme (GCPPCS) owned by CDSA-THSTI • Lead on the technical (GCP) part of GCPPCS and contribute to the certification expertise related to ISO 17024 compliance requirements.
**Project: Epidemiology of Pancreatitis and Major Gastrointestinal Diseases: A Multi-centre Study Across India – An ICMR Task Force Project**		
2.	**Consultant (Data Management)** One post Rs. 1,00,000/- 70 years	Post graduate degree from a recognized university preferably in Computer application/ Computer science/ Medical Sciences/ Life Sciences with experience of working in a research or healthcare environment and at least five year of post qualification	The selected candidate will be responsible for the data management and coordination of a multi-institutional study on Pancreatitis and GI diseases. The post will work closely with the head of Data Science for the following responsibilities

| | | work experience in project and data coordination
OR
Graduate degree preferably in Computer science/ Computer application/ Medical Sciences or equivalent degree with experience of working in a research or healthcare environment and at least seven years of post qualification work experience in project and data coordination

Essential:
• Experience of working in a research or healthcare environment
• A comprehensive understanding of Best practices for clinical data management and working knowledge of data security, data sharing and the Data Protection guidance
• Working knowledge of Data Management Systems

Desirable:
• Experience of coordination in a multi-institutional research project
• Basic knowledge of data analysis techniques like creating summary tables, filtering and merging of datasets, and exploratory data analysis | 1. Develop and implement data management standards and procedures.
2. Develop, deploy and maintenance of study database.
3. Support and oversee the data management and coordination activities in multi-institutional study on Pancreatitis and GI diseases.
4. Develop and maintain data management related documents e.g. Data Management Plan, Edit Check Document, annotated CRFs, data entry guidelines, Standard Operation Procedures and working practice document
5. Responsible for quality check of database, data validation, data extract views and final data listings;
6. Create data transfer guidelines for external data loads, as well as a self-evident correction chart;
7. Execute query management, data cleaning, data freezing, and data archival in accordance with the protocol requirements;
8. Supervise and guide data management activities at the participating sites as required;
9. Prepare interim reports for clinical study status and collaborate on data extraction with statistician.
10. Use statistical software such as STATA, R, or Python to perform statistical programming or for exploratory data analysis
11. Lead in the preparation of datasets for analysis, including data cleaning and ensuring compliance with data protection.

Coordination:
1. Regularly communicate and coordinate with the PIs and the site research teams for oversight activities. |

			2. Organize and coordinate meetings, and data management related training as needed for team members.
			3. Participate in review meetings (teleconferences live meeting and or face to face);
			4. Ensure project is progressing according to quality standards, SOPs, regulations, and guidelines
			5. Track the progress or the milestones set for study sites and monitor the deliverables as listed in the project.
			6. Oversight responsibility for the implementation, monitoring, study progress

Project : Translational Research Program

| 3. | **Senior Technical Officer (Quality Manager)**

One post

Rs. 85,000/-

35 years | PG Professional degree in Life Sciences with five years of post-qualification experience in the relevant field.
OR
PG degree in Life Sciences with six years of post-qualification experience in the relevant field. | **VDDL (Vaccine Design and Development Laboratory)**
• He/she will report to the lab-in-charge, this individual will be responsible for leading the Quality Control Lab Operation within the personalized VDDL (Vaccine Design and Devlopment Laboratory) vaccine unit.
• He/she will directly oversee laboratory function in support in making SOPs, process intermediate and finished drug product testing within the facility.
• He/she will directly manage for the implementation and maintenance of laboratory testing capabilities that employ state-of-the-art infrastructure and documentation.
• He/she will drive laboratory operations with focus on quality and turnaround time.
• Working with viral vaccine development on human virus. |

4.	**Technical Officer-II (Sequencing Facility)** One post Rs. 75,000/- 30 years	PG degree in Life Sciences/Chemistry with four years of post-qualification experience in the relevant field. OR PG Professional degree in Life Sciences/Chemistry with three years of post-qualification experience in the relevant field. **Desirable:** Knowledge and experience in Genomics, Genetics, Molecular microbiology and DNA sequencing.	The candidate should have hands-on experience on Genomics and DNA & RNA sequencing.
5.	**Technical Officer-II (MCH)** One post Rs. 75,000/- 30 years	PG degree in Life Sciences with four years of post-qualification experience in the relevant field. OR PG Professional degree in Life Sciences with three years of post-qualification experience in the relevant field. **Desirable:** Minimum four years of experience of handling clinical samples for research work. Experience in using and maintaining digital data via collection devices Basic knowledge of excel	• Familiarity of working as a team in cohort studies • Experience of clinical sample collection, processing and preparing of samples for state-of-art high throughput multi omic platforms. • In-depth know-how of long term archival of biospecimens. • Well versed with using digital technologies for data capture. • Knowledge on quality control and should have participated as an organizational member in external quality assessment • Experience of maintaining large data sheets on excel to assist in stratifying the archived samples as per the requests for access of samples • Assist the investigator/s in SOP implementation and documentation. • Selected candidate may be posted at THSTI or clinical study site

> Last date for receipt of online application : **2nd February 2023.**
> The applications will be scrutinised/shortlisted and processed for further selection.

GENERAL TERMS & CONDITIONS:

a) These are short-term positions and 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) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.

e) 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. 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.

f) 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. 6. 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.

g) All results/notifications will only be published on our website. Therefore, the candidates should essentially visit THSTI website, regularly.

h) All communications will only be made through email.

i) 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.

j) The no. of vacancy indicated above may change subjected to the actual requirement at the time of Written test/skill test/interview.

k) With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.

l) Canvassing wrong information in any form will be a disqualification

HOW TO APPLY:
1. **Documents to be kept handy before filling up the online application:** (all the documents except (i) should be in pdf format):

    i) A soft copy of your passport size photo and signature. (jpeg/jpg/png format)
    ii) A comprehensive CV containing details of qualification, positions held, professional experience / distinctions etc.
    iii) Matriculation certificate (equivalent to 10th Standard) / Mark sheet
    iv) Intermediate certificate (equivalent to 12th Standard) / Mark sheet
    v) Graduation/Diploma degree certificate / Mark sheet
    vi) Post-Graduation degree certificate & Mark sheet (if applicable)
    vii) PhD degree/certificate (if applicable)
    viii) Relevant experience certificates (if applicable)
    ix) Caste / Disability certificate in the format prescribed by the Govt. of India, if applicable

2. Procedure for filling up online application:

i) The eligible and interested candidates may apply online at the Institute's website www.thsti.res.in/career. Applications through any other mode will not be accepted.

ii) The following will be the step wise procedure-
   A) Step 1 : Details of applicant
   B) Step 2 : Uploading of documents
   C) Step 3 : Payment of application fee
   - 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 the provisional receipt forfuture reference.
   - Fee once paid shall not be refunded under any circumstances.
   - Details of fees to be paid are as shown below:

S. No	Applying on direct recruitment	Application fee amount
1.	Unreserved, OBC & EWS candidates	For S. No. 1 and 2 Rs 590/- For S. No. 3, 4 and 5 Rs 236/-
2.	SC/ST/Women/PwBD	Rs 118/-

   D) Step 4 : Submission of application form

iii) 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.

iv) Candidates are required to keep a printout of the online application form by using the print button on the dashboard for future reference.

v) Candidates must ensure that he / she fulfils all the eligibility criteria as stipulated in the advertisement. If it is found that he / she does not fulfil the stipulated criteria during the recruitment process, the candidature of the candidate will be cancelled. If the same is noticed after the appointment, the candidate will be terminated following due process.

vi) Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.

vii) In case of difficulty in filling up the online form, please send e-mail to **personnel@thsti.res.in** along with the screenshot of the error displayed (if any).

> **"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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