(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/36/2022   **Dated: 22nd October, 2022**

RECRUITMENT NOTIFICATION

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 institute is 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 researchers 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 diseases d) Multidisciplinary clinical and translational research. These programmes are strengthened by the four core facilities viz. Small Animal Facility, Data Management Centre, Biorepository and Bioassay Laboratory 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.

c)   Applications are invited from eligible candidates to fill up one core post of Technical Officer I of THSTI:

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

S. No.	Name of the Post/ Pay Level/ / Age Limit/ No. of post	Qualifications & Experience	Job Description
1	**Technical Officer - I (IT)** Level 6 of the pay matrix (Rs 35,400 -1,12,400/-) 35 years **One post (UR)**	**Essential:** Graduate degree in Engineering with five years relevant experience. **Desirable:** Post Graduate degree in Engineering with three years relevant experience.	The candidate should preferably have experience of working in the following relevant areas: • Programming in C#/PHP: Tokens, Identifiers, Data Types, Sequence Control, Subprogram Control, Arrays, Structures, Union, String, Pointers, Functions.

			• Web development: HTML, DHTML, XML, Java programming, PHP/ASP.NET • Database Management Systems: Database System Concepts and Architecture: Data Models, Schemas, and Instances; Three-Schema Architecture and Data Independence; Database Languages and Interfaces. • SQL: Data Definition and Data Types; Constraints, Queries, Insert, Delete, and Update Statements; Views, Stored Procedures, and Functions. • Linux Operating Systems: Simple command with administrators. **Job Responsibilities:** To support the Development and Maintenance of ERP

Note 1: In addition to the salary, the employee will be eligible for other benefits equal to a central government employee such as DA, HRA, Transport Allowance, LTC, reimbursement of medical expenditure, leave as per rules, etc.

Note 2 : Although the above position is not reserved for the Persons with benchmark disabilities (PwBD) but the position has been identified as suitable for them under following category:
   a) Locomotor disability : One Arm (OA), One Leg (OL) including leprosy cured, dwarfism, acid attack victims.
   b) Hard of hearing (HH)
   c) Low Vision (LV)
   d) Multiple disabilities from amongst persons under clauses (a) to (c) above

e) **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' while appearing in the selection process (written test/skill test/interview) barring which their candidature will be cancelled.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post. The candidates are required to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written/interview.
5. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same in English duly attested by a Gazetted officer or notary is to be uploaded.

6. Age and other relaxations for direct recruits :

S.No.	Category	Age relaxation permissible beyond the upper age limit
i	PwBD (UR)	10 years
ii	Central Government servants	5 years provided they have rendered at least three years continuous services
iii	Ex-servicemen	5 years, provided they have rendered at least five years military services
iv	THSTI and Departmental candidates	1. Upper age limit shall be relaxed up to 5 years for the existing employee of THSTI and employee of the Department of Biotechnology 2. Upper age limit shall not be applicable for all persons already working with THSTI and Department of Biotechnology for the last five years or more as on 20th February 2020

7. Upper age limit may be relaxed by 1 year in case of exceptional and meritorious candidates by the Competent Authority.
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. 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.
11. Only shortlisted candidates will be called for written test/skill test/interview/presentation.
12. All results/notifications will only be published on our website. Therefore, the candidates should visit THSTI website regularly.
13. All future communications related to the selection process, will only be made through email.
14. Canvassing false information in any form will be a disqualification
15. The venue of written/skill test will be THSTI, NCR Biotech Science Cluster, Faridabad, Haryana, 121001.
16. With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall prevail.

f) How to apply:

I. **Documents to be kept handy before filling up the online application**: (all the documents except (i) should be in pdf format):
   ➤ A soft copy of your passport size photo and signature. (jpeg/jpg/png format)
   ➤ A comprehensive CV containing details of qualification, positions held, professional experience / distinctions etc.
   ➤ Matriculation certificate (equivalent to 10th Standard) / Mark sheet

- Intermediate certificate (equivalent to 12th Standard) / Mark sheet
- Graduation degree certificate / Mark sheet
- Post-Graduation degree certificate / Mark sheet (if applicable)
- Relevant experience certificates
- Forwarding letter / NOC from the current employer in case of candidates working in Govt. / PSUs / autonomous bodies
- Caste / Disability certificate in the format prescribed by the Govt. of India

II. 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 for future reference.
- Fee once paid shall not be refunded under any circumstances.
- Details of fees to be paid are as shown below:

General, OBC & EWS candidates	Rs. 236/-

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

i) 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.

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

iii) 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.

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

v) 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).

g) Important Dates:

Publication of advertisement in Employment News	22nd October 2022
Publication of advertisement in national dailies	22nd October 2022
Uploading of advertisement on THSTI website	22nd October 2022
Last date for receipt of online application	15th November 2022
Tentative date of uploading the list of shortlisted/rejected candidates on THSTI website	24th November 2022
Tentative Last date of submission of representations by the rejected candidates	30th November 2022
Tentative date of uploading the final list of shortlisted candidates on THSTI website	6th December 2022

Tentative date of downloading Hall Tickets	27th December 2022
Tentative date of conduct of Written/Skill test	4th January 2023

"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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