

(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/38/2023

Dated : 3rd November, 2023

RECRUITMENT NOTIFICATION
Special recruitment drive for Ex-servicemen

- 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 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. THSTI has established various centres namely (a) Centre for Maternal and Child Health, (b) Centre for Viral Therapeutics and Vaccines (c) Centre for Tuberculosis Research (d) Centre for Microbial Research, (e) Centre for Immunobiology and Immunotherapy (f) Centre for Drug Discovery (g) Clinical Development Services Agency (h) Computational and Mathematical Biology Centre (i) Centre for Bio-design and Diagnostics. These centres are strengthened by many core facilities viz. Bioassay Laboratory, Biorepository, Biosafety Level -3 Lab, Data Management Centre, Immunology Core laboratory, Multi-OMICS facility, Experimental Animal Facility, Vaccine design and Development facility, School of Innovation in Bio-design 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.
- c) Applications are invited from eligible candidates to fill up the following core positions of THSTI

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/ Experience/Domain
1.	Data Entry Operator Level 5 of the pay matrix (Rs 29,200 - 92,300/-) 30 years One post (SC) (Horizontally reserved for Ex-Servicemen)	Essential : Graduation Desirable : One year experience	➤ HR & Admin / Stores & Purchase/ Finance & Accounts/Academics ➤ Knowledge of Government Rules and Regulations and working in computerized environment

2.	Lab Technician Level 4 of the pay matrix (Rs 25,500 – 81,100/-) 30 years One post (UR) (Horizontally reserved for Ex-Servicemen)	Essential: Senior Secondary with Science and 5 years relevant experience OR Senior Secondary with DMLT and 3 years relevant experience. Desirable : Preferably Graduate degree in Science with 2 years relevant experience OR Graduate in any discipline with 5 years relevant experience	Ex-servicemen from the Indian armed forces (Indian Air Force, Army and Navy) only , having a trade-Medical Assistant/ Medical core. The incumbent should have experience of working in a military hospital.
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Note : 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 categories::

For position at S. No. 1

- a) Locomotor disability – One Leg (OL), Both Leg (BL) 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) excluding deaf-blindness

For position at S. No. 2

- a) Locomotor disability – leprosy cured, dwarfism and acid attack victims
- b) Hard of hearing (HH)
- c) Low vision (LV)

d) 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 failing which their candidature will be cancelled.
3. The experience requirement, if any specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post. Before applying, the candidates are required to satisfy themselves 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 test/skill test/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	Ex-servicemen	Period of military service plus 3 years, provided they have put in a minimum of 6 months attested service

ii	THSTI and Departmental candidates (only ESM)	Upper age limit shall not be applicable for all persons already working with THSTI and Department of Biotechnology for the five years or more as on 20th February 2020
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NOTE: 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. However, they will be permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt.

- 7 Upper age limit may be relaxed by 1 year in case of exceptional and meritorious candidates by the approving 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/notification will be published on our website; therefore, the candidates are required to visit THSTI website regularly till completion of recruitment process.
- 13 All future communications related to the selection process, will only be through email.
- 14 Canvassing wrong information in any form will be a disqualification
- 15 With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall prevail.

e) How to apply:

I. Documents to be kept handy before filling up the online application: (all the documents except passport size photo and signature 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 (if applicable)
- 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/-
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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	4 th November 2023
Publication of advertisement in national dailies	4 th November 2023
Publication of advertisement on website	3 rd November 2023
Last date for submission of online application	4 th December 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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