

(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

**Rolling Recruitment Notice No. : THS/RN/01/2021/01-I**

**VACANCY NOTIFICATION**

S No.	Name of the post / No. of post/ Age limit	Minimum Qualification and experience	Desirable Qualification/ Experience	Monthly Emoluments
<b>Project : Covid-19 Bioresource at the NCR Biotech Science Cluster</b>				
<b>PI : Dr. Pallavi Kshetrapal</b>				
1.	<b>Senior Project Associate</b>  Two  40 years	Post graduate degree in Life Science or equivalent from a recognized university with four years' of post qualification experience in R&D OR Doctoral degree in life sciences.  <b>Desirable Qualifications:</b> Knowledge of ISO standards 9001  The candidate should have hands-on experience in molecular and serological assays. Should have sound knowledge of quality control of long term stored human clinical samples.	<ul style="list-style-type: none"> <li>➤ Preparation of standard operating procedures for clinical studies and developing new quality assurance assays for reposit samples at the biobank as per national and international guidelines.</li> <li>➤ Contribute to writing new SOPs and revision of existing SOPs as and when required.</li> <li>➤ Perform troubleshooting in the laboratory assay activities with team manager</li> <li>➤ Developing forms, formats and templates for the quality management system (QMS) according to the ISO standards for clinical samples.</li> <li>➤ Providing training to junior technicians as per the study protocols.</li> <li>➤ Assist in consolidating amendments, evaluation of study data to generate weekly reports, annual reports and end- of-study reports.</li> </ul>	Upto Rs. 49,600/-
<ul style="list-style-type: none"> <li>➤ Last date for receipt of online application : <b>15th January 2021</b></li> </ul> <p>The applications will be scrutinised/shortlisted and processed for further selection.</p>				

### **GENERAL TERMS & CONDITIONS:**

1. 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.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.
4. Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification etc.
5. 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. All results will be published on our website and all future communications will be only through email
7. 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.
8. With regard to any provisions not covered in this notification, the bye laws of THSTI / Govt. of India rules / guidelines shall prevail.
9. Canvassing 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 degree certificate / Mark sheet
  - vi) Post-Graduation degree certificate & Mark sheet
  - vii) Ph.D or equivalent degree certificate
  - viii) Relevant experience certificates
  - 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](http://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:

S. No	Applying on direct recruitment	Application fee amount
1.	Unreserved, OBC & EWS candidates	Rs 200/-
2.	SC/ST/Women/PwBD	Rs 100/-

- 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](mailto: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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