



ब्रिक-ट्रांसलेशनल स्वास्थ्य विज्ञान  
और प्रौद्योगिकी संस्थान



**BRIC-Translational Health Science and Technology Institute**  
(An Institute of the Biotechnology Research and Innovation Council, 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/54/2024**

**Dated: 27<sup>th</sup> January 2025**

**RECRUITMENT NOTIFICATION**

- BRIC-Translational Health Science and Technology Institute (THSTI) is an Institute of the Biotechnology Research and Innovation Council, Department of Biotechnology, Ministry of Science & 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.
- BRIC-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.
- This recruitment is to fill up the vacancies of BRIC-THSTI under the following projects:

**Educational Qualification and Experience required for the post:**

S. No.	Name of the Post/ No. of posts/ Monthly consolidated emoluments/ Age Limit	Essential & Desirable qualifications & Experience	Job description/ skills required
<b>Project: Epidemic preparedness through rapid vaccine development: support of Indian vaccine development aligned with the global initiative of the Coalition for Epidemic Preparedness Innovations (CEPI)</b>			
<b>PI : Prof. G. Karthikeyan</b>			
1.	<b>Project Manager (Business Development)</b>	Graduation in Science or Engineering, with Post-Graduation degree in Business Administration with one (1) year	<b>Key Responsibilities- 1. Industry Engagement:</b>  Proactively identify and engage with industries to utilize THSTI's

	<p>One post</p> <p>Upto Rs. 80,000/-</p> <p>35 years</p>	<p>of post-qualification relevant experience.</p> <p>Relevant experience will mean experience in business development in the scientific stream.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Basic degree in Life Sciences/ Medical Sciences.</li> <li>2. Experience in biotech/ pharma industry.</li> </ol>	<p>state-of-the-art facilities including:</p> <ul style="list-style-type: none"> <li>• Experimental Animal Facility</li> <li>• BSL-3 Laboratory</li> <li>• Bioassay Laboratory</li> <li>• Bio-repository</li> <li>• Vaccine Design and Development Centre (VDDC)</li> <li>• Omics facility</li> </ul> <p><b>2. Funding Acquisition:</b> Seek and secure funding through CSR initiatives, public grants, and other funding sources to support THSTI's research and development activities.</p> <p><b>3. Relationship Management:</b> Build and maintain strong relationships with industry partners, stakeholders, and funding agencies.</p> <p><b>4. Marketing and Promotion:</b> Promote THSTI's capabilities and services through various channels, including presentations, meetings, and marketing materials.</p>
<p><b>2.</b></p>	<p><b>Technical Officer-I</b></p> <p>One post</p> <p>Upto Rs. 60,000/-</p> <p>30 years</p>	<p>B.E/ B.Tech in Life Sciences/ Computer Science/ Bioinformatics with three (3) years of post-qualification experience in the relevant field.</p> <p><b>OR</b></p> <p>M.Sc. in Life Sciences/ Bioinformatics with two (2) years of post-qualification experience in the relevant field.</p> <p><b>OR</b></p> <p>M.E./M.Tech. in Life Sciences/ Computer Science/ Bioinformatics.</p>	<p>Experience in conducting comprehensive omics data analysis using vendor-specific software and online platforms. Expertise in applying various statistical techniques for the analysis of omics data. Strong command of programming languages relevant for omics data analysis, particularly Python and R. Proficient in using libraries and frameworks such as NumPy, Pandas, SciPy, Bioconductor, and ggplot2 for data manipulation, visualization, and statistical modeling. Knowledge in the development and management of omics databases using Python and R.</p>
<p><b>3.</b></p>	<p><b>Management Assistant</b></p> <p>One post</p> <p>Upto Rs. 60,000/-</p>	<p>Graduate in Finance with two (2) years of post-qualification experience of working in a PSU/ Central Government/ State Government/ Autonomous Institute.</p>	<p>The candidate will be responsible for the following-</p> <ul style="list-style-type: none"> <li>• Preparation of Utilization Certificate &amp; Statement of Expenditure as per GFR.</li> </ul>

	30 years	<b>OR</b> MBA in Finance or CA/ICWA from a recognized University.	<ul style="list-style-type: none"> <li>• Proper maintenance of Accounts as per Govt. of India guidelines</li> <li>• Preparation and Maintenance of all types of vouchers and cheque for payment in Tally ERP9 as per the approvals given by the Competent Authority.</li> <li>• Deduction of TDS and Goods and Service tax as per applicable law and ensuring timely deposit of TDS in different accounts on monthly basis.</li> <li>• Knowledge of GST and TDS Returns.</li> <li>• Maintaining voucher files challan, cash book, ledger book, voucher files, Bank Transactions &amp; Correspondence file.</li> <li>• Preparation of monthly Bank Reconciliation statements.</li> <li>• Maintaining Accounts records and registers, preparation of monthly accounts, Income &amp; Expenditure and balance sheet.</li> <li>• Make available all Account records and coordinate with the external Auditor during audit.</li> <li>• Any work assigned by respective Authority under Finance and Accounts based on program deliverables or exigencies.</li> </ul>
<p><b>For posts mentioned above-</b></p> <ul style="list-style-type: none"> <li>➤ Last date for receipt of online application for posts: <b>16<sup>th</sup> February 2025.</b></li> <li>➤ The applications will be scrutinised/shortlisted and processed for further selection</li> </ul>			

**GENERAL TERMS & CONDITIONS:**

- a) These are the 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. The candidates are required to satisfy themselves, before

applying /appearing for the selection process, that they possess the minimum eligibility criteria as laid down in the recruitment advertisement. No query will be entertained with regard to the eligibility criteria.

- d) Closing date of online application will be the **CRUCIAL DATE** for determining eligibility with regard to age, essential qualification, experience 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.
- 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. Institute employees will get the age relaxation to the extent of the service rendered by them as on closing date of advertisement. 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 FOR POSTS MENTIONED IN ABOVE TABLE:**

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. 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 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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