RECRUITMENT NOTICE NO.: THS-C/RN/06/2025   **Dated: 28th March 2025**

1) 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, 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) 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 Innvoation in Biodesign 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 vacancy in the project of Clinical Development Services Agency (CDSA), a unit of BRIC-THSTI established to facilitate development of affordable healthcare products for public health diseases. It is the only public Centre in the country created with a mandate to support and nurture cost-effective, high quality, not-for-profit technology-based preclinical and clinical product development as well as support clinical research conducted by public agencies. It works towards development of an eco-system for training and learning and work with public sector institutions, and small and medium enterprises (SME) to translate innovative technologies into medical products for public good.

The main objectives of CDSA are:
   a. As an academic Clinical Research Unit, to undertake & provide end -to- end clinical study support for investigators and SMEs in study planning, set up, conduct: project management, monitoring, data management, safety reporting, analysis and report writing
   b. Build research capacity and capability through high quality training in the area of clinical development/trials and regulation
   c. Support and strengthen clinical research environment in the country
   d. Regulatory science and policy support: provide tools and approaches to support researchers, regulators, health policy makers & industry.

4. **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
		Project: Burden and Sequelae of Influenza, SARS-CoV-2 and other respiratory viruses associated severe Acute Respiratory Infections among Indian adult population aged 18-60 yrs	
		PI : Dr. Nitya Wadhwa	
1.	**Assistant Data Manager** One Post Rs. 71,120/- 45 Years **Date of walk-in skill test/ interview- 16th April 2025**	Master's degree in any field preferably in science, with 3 years of experience in clinical data management/clinical research/ operations/MIS/data analysis/ IT/ computer science/healthcare field. **OR** Graduation degree in any field preferably in science, with 5 years of experience in clinical data management/clinical research/ operations/MIS/data analysis/IT/ computer science/healthcare field. **Desirable:** Diploma in Information Technology/ Computer Applications **Essential skills:** • Familiarity with GCP, US-FDA 21 CFR 11, regulatory requirements and data standardization guidelines. • IT literate (experience with Microsoft based applications and other CDMS applications). • Must understand clinical research and familiarity with clinical data management functions. • Good interpersonal, verbal and written communication skills.	• Assist data manager in drafting, maintenance and update of Data Management Plan and any other relevant documentation (Edit Checks Document, Annotated CRF, Data Entry Guidelines, Standard Operating Procedures etc.) for ensuring efficient database creation and maintenance. • Assist data manager in creating dashboards using data visualization tools like Microsoft Power BI and Tableau. • Designing of the paper case report forms • Support data science team in database development and edit checks implementation. • Assist in creation and enter test data for Clinical Database for screen validation. • Working knowledge of query management, data cleaning, data freezing and data archival. • Interact with other project team members to support the set- up, maintenance, and closure of the data management aspects of the project • Assist data manager in preparing interim reports and data extraction • Working knowledge of database standards and study development process, CDM SOPs, CDISC & SDTM standards • Should be able to provide training to site data entry operators, if required • Assist with data entry and reconciliation as needed or assigned • Assist data manager in preparation of datasets for analysis including data cleaning and ensuring compliance with the data protection.

• A flexible attitude with respect to work assignments and new learning. • Effective time management in order to comply to timelines. • Commitment to project and team goals. • Must be able to work independently but seek guidance when necessary. • Demonstrated ability to solve complex tasks and complete work on time • Must be a team player Ability to model behavior and ethics in line with CDSA Mission and Vision	• Assist data manager in report preparations and dashboard creation. • Assist the data science team in other miscellaneous activities as required

> **Interested candidates fulfilling the criteria as mentioned above may walk-in for written test/skill test/interview at 9:00 am at THSTI, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad – 121001.**

NOTE: 1) The candidates must bring their latest resume, one set of photocopy of documents in support of their educational qualification and experience along with originals and a valid ID cards for verification.
2) Candidates coming after the time slot mentioned will not be entertained.
3) All the candidates coming for written test/skill test/interview will be mandatorily required to deposit their mobile phone along with a valid Identity proof at the reception and the same will only be returned back on completion of the entire selection process.

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 eligibility criteria.

d) The date of Interview of the respective post will be the **CRUCIAL DATE** for determining eligibility with regard to age, experience, essential qualification etc.

e) 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.

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

g) All communications will only be made through email.

h) 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.

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

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

k) Canvassing wrong information in any form will be a disqualification.

"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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