

(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](#)

## **NOTICE**

### **EXTENSION OF LAST DATE FOR SUBMISSION OF ONLINE APPLICATIONS**

In view of the ongoing pandemic, the last date for submission of online applications /for the post of Administrative Officer, THSTI advertised vide recruitment notice no. THS/RN/14/2021 dated 16<sup>th</sup> April 2021 has been extended up to **15<sup>th</sup> June 2021**.

**(M.V.Santo)**  
**Head-Administration**

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**Recruitment Notice No: THS/RN/14/2021**

**Dated : 16 April 2021**

**RECRUITMENT FOR FINANCE AND ACCOUNTS POSITION**

- 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. 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 disease d) Multidisciplinary clinical and translational research. These are strengthened by the four core facilities viz. Small Animal Facility, Data Management Center, 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 partner.
- c) Applications are invited from eligible candidates to fill up the core position of Administrative Officer in THSTI on direct recruitment/deputation basis :
- d) **Educational Qualification and Experience required for the posts :**

<b>S. No.</b>	<b>Name of the Post/ Pay Level/ / Age Limit/ No. of posts</b>	<b>Qualifications &amp; Experience</b>	<b>Domain/Functional area</b>
1	<p><b>Administrative Officer</b></p> <p>Level 11 of the pay matrix (Rs 67,700 – 2,08,700/-)</p> <p><b>i. Age limit for direct recruitment:</b> 40 years</p> <p><b>ii Age limit for deputation :</b> 56 years</p> <p><b>One post (UR)</b></p>	<p><b>For Direct Recruitment:</b></p> <p><b>Essential:</b></p> <p>(i) Graduate with PG Degree/Diploma with specialisation in Finance and Accounts or CA/ICWA and</p> <p>(ii) Nine years' supervisory experience in the relevant functional area in a Govt. / PSU / Central Autonomous body/Corporate office of large Public Limited Company.</p>	Finance & Accounts

	<p><b>Desirable:-</b> Knowledge of Government Rules and Regulations and working in computerized environment.</p> <p><b>For Deputation :</b> Officials from the Central Govt/ State Govt/ Universities/ PSUs/ or Govt. funded research organizations/ institute, subject to fulfilment of the following conditions: (a) Possessing the qualifications prescribed for direct recruits (b) (i) Holding analogous post on regular basis or (ii) With 5/6/7 years' regular service in Level-10/8/7 of Pay Matrix.</p>	
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**Note 1:** Minimum duration of PG degree /Diploma should be of two years

**Note 2 :** This position is also suitable for Persons with disabilities (PwD) categories: Locomotor Disability : OL, OA, BL, OAL

Abbreviations used : OL- One Leg, OA- One Arm , BL- Both Leg, OAL- One Arm One Leg

**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' at the time of written test/skill test/interview.
3. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications specified for the post.
4. Age and other relaxations for direct recruits, THSTI and departmental candidates:

S.No.	Category	Age relaxation permissible beyond the upper age limit
1	SC/ST	5 years
2	OBC (NCL)	3 years
3	PwBD (UR)	10 years
3	PwBD (OBC)	13 years
4	PwBD (SC/ST)	15 years
5	Ex-servicemen (ESM)	5 years provided they have rendered at least five years military services)
6	Central Government servants	5 (posts which are in the same line or allied cadre)
7	THSTI and Departmental candidates	Upper age limit shall be relaxed up to 5 years for the existing employee of THSTI and employee of the Department of Biotechnology
8	THSTI and Departmental candidates working for 5 years or more	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 20 <sup>th</sup> February 2020

5. Upper age limit may be relaxed by 1 year in case of exceptional and meritorious candidates by the approving authority.

6. Closing date of Online Application will be the CRUCIAL DATE for determining eligibility with regard to age, essential qualification etc.
7. Number of positions to be filled will be as per the Institute's need and availability of the suitable candidates.
8. 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.
9. Only shortlisted candidates will be called for written test/skill test/interview/presentation.
10. All results will be published on our website and all future communications will be only through email.
11. Canvassing in any form will be a disqualification
12. With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall prevail.

**f) 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) :

- 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
- 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, 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:

General, OBC & EWS candidates	Rs 500/-
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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](mailto:personnel@thsti.res.in) along with the screenshot of the error displayed (if any).

**g) Important Dates:**

Publication of advertisement in Employment News	24 <sup>th</sup> April 2021
Publication of advertisement in national dailies	18 <sup>th</sup> April 2021
Publication of advertisement on website	16 <sup>th</sup> April 2021
Last date for receipt of online application	<b><del>18<sup>th</sup> May 2021</del> 15<sup>th</sup> June 2021</b>

**“Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply”**